##

## BRADLEY STOKE TOWN COUNCIL

**Finance Committee**

Minutes of the Meeting of the Finance Committee of Bradley Stoke Town Council held at the Jubilee Centre, Savages Wood Road, Bradley Stoke on Wednesday 21st June 2023 at 8.15pm.

**PRESENT:** Councillors: David Addison

Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Terri Cullen

Jenny James

Dayley Lawrence

James Nelson

Ben Randles

Kulwinder Sigh Sappal

Jon Williams (Chair)

Officers: Sharon Petela - Town Clerk

 Rachel Pullen – Responsible Finance Officer/Finance Manager

 Philip Francis - Deputy Town Clerk/Activity Centres Manager

As the outgoing Chair of Finance Committee for 2022/23, Councillor Roger Avenin convened the meeting.

1. **Election of Chair of Finance Committee for 2023/24**

Councillor Dayley Lawrence proposed that Councillor Jon Williams be elected to the position of the Chair of the Finance Committee for 2023/24, seconded by Councillor Kulwinder Singh Sappal, carried unanimously. Therefore, Councillor Jon Williams was elected as Chair of Finance Committee for 2023/24.

Councillor Jon Williams thanked councillors for electing him and also thanked Councillor Roger Avenin for chairing the committee for the past year. He then assumed the Chair.

1. **Submissions from the Public**
	1. Councillor Tom Aditya reminded councillors of the forthcoming virtual (via Teams) South Gloucestershire Council, Community Engagement Forum on 4th July 2023.
	2. Councillor Tom Aditya mentioned that the Jubilee Green could benefit from benches and flowerbeds. Phil Francis, Activity Centres Manager/Deputy Town Clerk commented that he is already looking to install durable, recycled benches in the area.

**3 Apologies for absence**

Apologies received from Councillors Natalie Field and Brian Mead.

1. **Declarations by Members**

Councillor Dave Addison declared that he had a prior relationship with Abacus Pre-school.

**5 Announcements by the Chair**

 None

**6 Minutes of Previous Meeting**

Minutes of the Finance Committee held on 19th April 2023 were proposed for acceptance by Councillor Roger Avenin, seconded by Councillor Dayley Lawrence and carried unanimously. The minutes were then signed by the Chair as a correct record.

**7 Matters arising from the minutes of the meeting held on 19th April 2023**

None

8 Matters within scope of Finance Committee

 **8.1 Quotes for replacement of Elm Room flooring (Baileys Court Activity Centre)**

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

This is currently an on-going project as we have only obtained 1 of 3 quotes so far. The current idea is to lay a new floor on top of the existing floor to save on costs while making the room more attractive by moving from the blue water effect flooring to a wood panel effect.

**8.2 Quotes for replacements of gravity-fed hot and cold-water system at Brook Way Activity Centre.**

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

At Brook Way we have had consistent issues with water flow to all taps in the kitchen and bathrooms. The source of the issue is a gravity fed tank in the ceiling. The quotes to rectify the issues and specifications are as follows:

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| **Company Name** | **Specification** | **Cost** |
| Saphire | * draining the hot water system and removing the existing installation.
* supply and fit a 180 litre unvented hot water cylinder, and the associated pipework and fittings.
* supply and fit x6 non concussive taps for the ladies and gents toilets, and refill and test the system.
 | £2,325 EXL VAT |
| S Newman | * Remove existing gravity hot and cold water installation.
* Supply and Install 180L unvented hot water cylinder.
* Change 6 sensor taps for non-concussive taps in ladies and mens toilets
* Refill, test and commission new hot and cold water system.
 | £2,790 EXL VAT |
| MP Plumbing services | * Supply and fit Advantage Unvented 180 Litre Indirect Cylinder in loft to replace existing vented cylinder and storage cistern. Old cylinder and storage
* cistern may need to stay in the loft due to the size of the opening. We will replace the floorboard the current cylinder is on for new as current board has water damage.
* Supply and fit 6 Inta Non Concussive Basin Tap to basins in WC's to replace sensor taps.
 | £2,194.83 EXL VAT |

There are some associated electrical works, involving disconnection and reconnection of the immersion and cylinder stat before and after the work - £150+VAT for A1 to complete.

Officer recommendation is to go with Saphire as we have had them working on our properties in conjunction with A1 Property Maintenance for the last few years.

 Following discussion, Councillor Ben Randles proposed acceptance of the Saphire Plumbing quote of £2,325 + VAT (as detailed above) as they have good knowledge of the site, seconded by Councillor Dayley Lawrence. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**8.3 Quotes for relocation of Abacus Pre-school play area fencing**

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

Following discussions with Abacus who currently hire the Elm Room Monday to Friday 08:10 - 15:30 they have raised concerns about the area the fencing currently covers. I have discussed with them plans to make it a more exciting space but after looking into the space it was down as an attenuation pond. With this information we came to an agreement of a more suitable space nearer the road behind the current wood perimeter fence. The proposal is to move the current metal fencing surrounding their outdoor space to the new space and I have now obtained 3 quotes to complete the works.

Estimated cost for new panels for us to purchase would be between £450 - £800 on top of quotes below.

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| --- | --- | --- |
| **Company** | **Specification** | **Cost (EXL VAT)**  |
| S.J.P Paving | - Break out / remove 20 metal fence panels inc. posts, cutting of bolt heads.- Dig holes on all sides of new play area.- Set metal posts in concrete / postmix.- Bolt 20 old metal panels and approx 5 new panels to posts.- Leave clean and tidy site. | £3,260 |
| Rydow Mobile Welding | Works to include removal of x20 panels, to break off existing concrete and dispose off at a licensed p. Holes to be filled back in with the earth from the new holes. Posts concreted in new fence position and panels re installed. | £3,720 |
| Saw Property Developments (quote 1)  |

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| Works to be Carried Out |
| Remove railings Approx., 180 foot by cutting off all shear off nut cones and bolts (These are one use safety items, when tightened the nut snaps off leaving just the cone making removal near impossible without grinding them off) |
| Once rails are removed dig down and remove posts with attached concrete (approx 22 posts) |
| Fill in and make good all holes with soil  |
| Chisel off concrete from all posts removed preparing for re use |
| Design and fit individual railings to new area approx. 221 foot as shown by Phillip Francis (opposite side to existing) |
| Dig holes for existing posts to be concreted in and new posts supplied by BSTC (Phillip Francis to arrange as discussed) |
| Replace all nuts and bolts using Shear off nuts and Cup square bolts approved by RoSPA for safety and recommended for such installations  |

 | £4,425.00 |
| Saw Property Developments (quote 2) | Remove railings Approx., 180 foot by cutting off all shear off nut cones and bolts (These are one use safety items, when tightened the nut snaps off leaving just the cone making removal near impossible without grinding them off)Once rails are removed dig down and remove posts with attached concrete (approx 22 posts) Fill in and make good all holes with soil RE NEW all posts to fit existing railings Design and fit individual railings to new area approx. 221 foot as shown by Phillip Francis (opposite side to existing) Dig holes for existing posts to be concreted in and new posts supplied by BSTC (Phillip Francis to arrange as discussed) Replace all nuts and bolts using Shear off nuts and Cup square bolts approved by RoSPA for safety and recommend for such installations BSTC to provide safe space for railings to be kept overnight for up to 2 weeks  | £5,263.79 |

 Following discussion, Councillor Dayley Lawrence proposed acceptance of the Rydow Mobile Welding quote of £3,720 + VAT (as detailed above) as they have good knowledge of the site and always go above and beyond with any works they carry out for the Town Council, seconded by Councillor Terri Cullen. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**8.4 Request from Abacus Pre-school regarding rent reduction**

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

The following letter has been received from the directors of Abacus Pre-school and they have asked that it is passed on to councillors and discussed at a council/committee meeting.

*Thank you for your time on 24th May to further discuss the issues we have been experiencing as a long term hirer of the Elm Room, but we now need to address them in writing as the Town Council also need to be made aware how detrimental these concerns have become to our daily operation. We would appreciate if the following points could be discussed in depth at your next meeting so we have a timescale of a resolution.*

*There has successfully been a preschool operating from the council premises for 20 years, and for much of that time we have had a problem with the positioning of the fenced garden. As it floods often and looks very tatty and dangerous to the children, it has been virtually unusable for several years. We have worked alongside the caretakers who have attempted to paint and section off areas of the garden, but all to no avail. We understand that it can be relocated to more suitable grounds and that you are still awaiting for quotes to move the existing fence, but we need reassurance that this can be fully completed over our summer closure in time for us to reopen in September. This has been promised before and we are still very patiently awaiting a solution.*

BSTC officer comments – quotes for the relocation of fencing are being discussed at Finance Committee meeting on 21st June 2023

*We have on many occasions not had access to suitable toilet facilities and have inadequately operated on an insufficient number of toilets for the 30 children we care for daily. The right side cubicles were closed for an extended period due to a leak in the roof and caused the staff and children distress, which was further worsened when the left side cubicles started to flood, leaving us with two remaining usable toilets. We appreciate that we now have full use, but would like reassurance the ceiling is being repaired and the panels repositioned.*

BSTC officer comments – The Town Council property maintenance company has assured us that this area is not hazardous. The panels will be repaired/replaced once the leaking roof has been fixed. Officers are finding it difficult to source companies willing to quote for the roof works due to the specialist nature of the repair.

*There is also a ceiling panel missing from the main room, not replaced after the cctv was removed, so can we have that fixed.*

BSTC officer comments – this has now been fixed

*The extractor fan in the kitchen hasn’t been working for such a long time, its tends to overheat in there and is not pleasant to use. Can we have that fixed too.*

BSTC officer comments – this has now been fixed

*We know there has been a discussion about repainting the whole room as it is very noticeably tired and dirty from years of grim, especially under the hand driers where the area is badly stained. Can we have a timeline for this to be completed. We understand this room is shared by Wise Owls so all improvements would benefit her childcare as well. We are concerned that if Lucy doesn’t agree to move rooms for a week during the summer term, then these improvements cannot be made as “your hands are tied” so can you confirm if this can go head.*

BSTC officer comments – it is anticipated that refurbishment works will be carried out during the October 2023 half-term holiday. The room will be repainted, and the Elm Room floor replaced plus hopefully a new kitchen will be installed (quotes being sought). In the interim we can install a wipe-clean surface under the hand driers.

*We have worked in partnership with the council for many years, and are only hoping to have a resolution to these concerns. Phil is very accommodating and meets with us upon request, but we are now concerned about our sustainability as a childcare provider in the area as many of our visiting parents have commented on their disappointment on the appearance of the room and the garden in particular, so they are choosing to use our competitor. For this reason we need firm reassurance that you are working with us so we can offer the local community the quality service they need from Abacus. We also request a reduction in our rent so we can spend the surplus money on improving things outside ourselves, possibly avoiding the long process that council need to go through. We would very much appreciate the garden being a priority over our other concerns as it is this area the local community are disgusted with and are judging us by, and is not a reflection on the service we provide.*

BSTC officer comments – it should be noted that Abacus pre-school are already on the lowest level rental which normally applies to non-profit making Bradley Stoke community groups. This is funded by the local community as all our sites run at a loss. Little Acorns Pre-school and Wise Owls After School/Holiday Club also benefit from this reduced rate as, historically, council offered the reduced rate to protect these services for the local community. In comparison, Abacus are charged £14.70 per hour at the current rate )which includes sole use of a dedicated office space), whereas the business rate is currently £24.30 per hour. There is no charge for the dedicated outside garden area at Baileys Court Activity Centre which can be used by Abacus and Wise Owls.

*We welcome you having a walk around the site with us at any time and look forward to a positive response from the council members. Many thanks for your continued support.*

 Following discussion, Councillor Dayley Lawrence proposed that the Town Council is not in a position to offer Abacus pre-school a reduction in the current rental for the Elm Room, seconded by Councillor Ben Randles. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**8.5 Annual Review of BSTC Card Details Security Policy**

Documentation circulated to councillors – no wording changes required to policy.

Following discussion, Councillor Dayley Lawrence proposed adoption of the policy with no amendments, but renaming the policy to Customer Card Details Security Policy, seconded by Councillor Tom Aditya, carried unanimously.

**9 Financial Matters**

**9.1 2022/23 Year End Report (Pre Audit) & 5 Year Forward Plan.**

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

**2022/23 Year-end Figures**

The 2022/23 year-end position was finalised on the 8th June 2023 and has been incorporated within the 5 Year Forward Plan which accompanies this report (see Appendix A).

As reported at the April 2023 Finance Meeting, the 2022/23 year-end surplus was expected to outperform the projected £56.6K and following the final year-end adjustments, the final pre-audit surplus is £95,212.60. This figure includes all year-end adjustments and additions to reserves based upon previous planned projects which are summarised below.

*In light of the fact it was 9.00pm, in line with Standing Order 1.8, Councillor Jon Williams proposed extending the meeting until 9.30pm, seconded by Councillor Dayley Lawrence, carried unanimously.*

Discussion then took place on the levels of Precepts over the years.

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| **ALLOCATION OF ADDITIONAL 2022/23 YEAR END SURPLUS TO C/FWD TO 2023/24** |
|  |  |  |  |  |
| **N/C** | **DESCRIPTION** | **PREVIOUS BUDGET** | **22/23 YEAR END BUDGET** | **DETAILS** |
| 3012 | All Sites Refurbishment | £142,500 | £150,000 | Reserve restored to £150K to reimburse cost of £32.2K CCTV cameras and £7.5K JC awnings purchased in 2022/23 |
| 3019 | Street Furniture | £14,946.30 | £18,000 | Reserve restored to £18K reimbursing purchase of 10 litter bins @ £3,053.70 |
| 3082 | Green Resources | £5,000 | £50,000 | Reserve increased from £5 - £50K towards cost of solar panels at all sites estimated to be in region of £160K+. This will help any external government grant applications which are thought to be available later this year |
| 3089 | Unallocated and Future Budget Reserve | £285,000 | £345,000 | Year-end surplus added to the unallocated budget for 2023/24 for reallocation in 2023/24 |

* The main uplift relates to the funding of solar panels (N/C 3082) for all sites which were highlighted within the 2022 Strategic Planning meeting as a planned project for the future when government funding reopens. According to the Deputy Town Clerk/Premises Manager, there may be a possibility of obtaining full external funding in which case this reserve can be re-allocated once the position is known.
* The Unallocated and Future Budget Funding Reserve (N/C 3089) is a temporary year- end balance as this will reduce to £255K in 2023/24 to help support the 5 Year forward Budget Plan
* There will be no further adjustments to any figures for 2022/23 as the Financial Statement, internal and external audit papers have been based upon these figures and are due to be signed by Council on Wednesday 21st June 2023.

 Following discussion, Councillor Dayley Lawrence proposed allocation of additional 2022/23 year end surplus to carry forward to 2023/24 (as detailed above), seconded by Councillor Ben Randles, carried unanimously.

**2023/24 BUDGET CHANGES**

Following completion of the 2022/23 year-end figures, some changes have been made to the 2023/24 budget based upon the actual 2022/23 year-end position or other updated information. These changes are summarised below and have also been incorporated within the 5 Year Forward Plan.

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| **2023/24 INCOME CHANGES** |
| **NOMINAL CODE** | **DESCRIPTION** | **PREVIOUS BUDGET** | **NEW BUDGET** | **DETAILS** |
| 4109 | Projector/Flipchart & Screen Hire Income | £800 | £1000 | Increase based upon increased demand and 2022/23 year-end position of £1,475.03 |
| 4516 | Youth External grant Income | £0 | £2,900 | Magnax grant funding received from SGC towards fridge/freezer at the Skate Park and arts/crafts project & food events to be spent by 30/6/23 - see NC 5516 |

Following discussion, Councillor Dayley Lawrence proposed 2023/24 Income budget changes (as detailed above), seconded by Councillor Ben Randles, carried unanimously.

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| **2023/24 EXPENDITURE CHANGES** |
| **NOMINAL CODE** | **DESCRIPTION** | **PREVIOUS BUDGET** | **NEW BUDGET** | **DETAILS** |
| 5012 | Office Licensing | £2 | £0 | Bus shelter licences no longer applicable after bus shelters removed on Braydon Ave a few years ago. |
| 5035 | General Waste | £597 | £1,000 | Budget increase based upon 22/23 year-end level of £923.04. |
| 5040 | Street Maintenance | £18,175 | £32,675 | Budget increase to accommodate £14.5K annual charge approved by council March 23 for the maintenance of flower beds on 3 roundabouts on a 3 year non-fixed price contract. |
| 5045 | Residents Graffiti Cleaning  | £0 | £1,000 | Council approved budget in March 23 to fund SGC services to clean graffiti.  |
| 5060 | Salaries | £387,740 | £395,803 | Budget increased based upon 22/23 year-end figures (£391,047). This will require monitoring through the year as government pay increases are centrally agreed for NJC staff pay scales.  |
| 5061 | NI | £37,811 | £36,000 | Budget reduced based upon 22/23 year-end figures (£34,430). This will require monitoring as government pay increases are centrally agreed as staff are all on the NJC pay scales. |
| 5062 | Pension | £65,500 | £64,000 | Budget reduced based upon 22/23 year-end figures (£61,810). This will require monitoring as government pay increases are centrally agreed as staff are all on the NJC pay scales. |
| 5087 | Community Festival | £26,780 | £16,780 | £10K transferred to fund Xmas lights - agreed March 23  |
| 5504 | Youth Positive Activities grant funding | £0 | £1,076 | Rolled unspent funds from 2022/23 |
| 5506 | Youth Positive Activities grant funding | £0 | £10,459 | Rolled unspent funds from 2022/23 |
| 5512 | Youth - SGC grant funding | £10,000 | £25,245.91 | Rolled unspent funds of £15,245.91 from 2022/23 added to 2023/24 £10K funding |
| 5513 | Youth - SGC grant funding | £0 | £172.83 | Rolled unspent funds from 2022/23 |
| 5514 | Youth - SGC grant funding | £0 | £66.53 | Rolled unspent funds from 2022/23 |
| 5516 | Youth Grant Funding 16 -SGC Magnox Youth funding | £0 | £0 | Magnox Grant Funding - To purchase Fridge Freezer for the Skate Park and to fund arts & crafts projects + youth food - To be used by 30/6/23 linked to N/C 4516  |
| 7041 | Brook Way Activity Centre Repairs & Maintenance | £15,450 | £10,000 | Reduction based upon historic expenditures and 2022/23 year-end (£8,312). The All Sites Refurbishment Reserve (NC3012) holds £150K for any larger repairs etc |
| 8046 | Baileys Court Ground Maintenance | £32,768 | £32,170 | Reduction based upon historic expenditures and 2022/23 year- end (£31,378) |
| 9023 | Xmas Lights | £0 | £10,000 | Approved by Council March 23 - Budget moved from Community Events NC 5087 |
| 9025 | Jubilee Centre Furniture | £9,000 | £1,500 | Budget returned to correct level after awnings purchased within 22/23 financial year @ £7.5K |
| 9030 | Jubilee Centre Equipment | £1,500 | £1,000 | Budget reduced based upon 22/23 year-end figures (£668.38) |
| 9032 | Baileys court Equipment | £1,500 | £1,000 | Budget reduced based upon 22/23 year-end figures (£840.87) |
| 9039 | Skate Park | £0 | £2,900 | Magnax grant funding received from SGC towards fridge/freezer at skate park and arts/crafts project & food events to be spent by 30/6/23 - see NC 4516. |
| **TOTAL** | **£606,823** | **£642,848.27** | **Increase of £36,025.27** |

Following discussion, Councillor Dayley Lawrence proposed 2023/24 Expenditure budget changes (as detailed above), seconded by Councillor Ben Randles, carried unanimously.

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| **2023/24 RESERVES CHANGES** |
| **NOMINAL CODE** | **DESCRIPTION** | **PREVIOUS BUDGET** | **NEW BUDGET** | **DETAILS** |
| 3012 | All Sites Refurbishment Reserve | £142,500 | £150,000 | Increase carried forward from 2022/23 year- end following budget restoration from additional year end surplus |
| 3014 | Brook Way Development Reserve | £96,346.17 | £93,351.17 | Budget c/fwd from 2022/23 - reduction after deducting 2022/23 expenditures |
| 3019 | Street Furniture | £14,946.30 | £18,000 | Increase carried forward from 2022/23 year- end following budget restoration from additional year end surplus |
| 3070 | Jubilee Green Development | £23,450.05 | £24,065.05 | Budget increased based upon approved works for Davis Pond project c/fwd into 2023/24. £21,855.05 relates to leisure equipment and the remaining £2210 relates to the o/s pond project costs |
| 3079 | Youth Provision (unallocated Reserve) | £39,485.41 | £26,656.24 | Reduction based upon 2022/23 expenditures and accruals linked to the Skate Park kitchen and flood lights adjusted at year end |
| 3082 | Green Resources | £5,000 | £50,000 | Increase carried forward from 2022/23 year- end following budget restoration from additional year end surplus to part fund solar panels |
| 3089 | Future Budget & Unallocated funding Reserve | £190,000 | £255,000 | Increase based upon required increase from 2022/23 year- end adjusted to support the 5 Year Forward Plan - This is a constantly fluctuating budget |
| **TOTAL** | **£511,728** | **£617,072** | **Increase of £105,344** |

Following discussion, Councillor James Nelson proposed 2023/24 Reserve budget changes (as detailed above), seconded by Councillor Ben Randles, carried unanimously.

**5 Year Forward Plan**

The year-end projections currently supplied by the 5 Year Forward Plan, as detailed below, currently substantiates the council finances to be in a very strong position moving forward and projected figures are based upon the assumption that all income and expenditure budgets are achieved and utilised.

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| **Year** | **Year End Surplus** |
| 2022/23 | £95,212.60 - Confirmed |
| 2023/24 | £63,329.31 - Projected |
| 2024/25 | £62,044.43 - Projected |
| 2025/26 | £64,208.91 - Projected |
| 2026/27 | -£76,183.04 – Projected  |
| 2027/28 | -£234,190.22 – Projected |

**Notes Concerning Projected Deficits**

*It should be noted the Forward Plan currently assumes an annual precept increase of 0.5% per annum as from 2024/25, although, this is a living document which is constantly updated following acceptance of new council contracts and other budget decisions. The annual precept is approved by Council every January based upon the information available at that time which then further impacts the projection and any precept increase above 0.5% will positively impact the current projection and vice versa.*

*In addition, based upon historic performance, the actual year-end surplus has always exceeded the projection as actual overall expenditure has been less than the allocated budgets which then has a longer-term compound impact and increases year end surpluses whilst reducing year end deficits in the subsequent years. This will therefore have a positive impact in the final 2 years of the current projection.*

**9.2 2023/24 Petty Cash Statements**

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| **BRADLEY STOKE TOWN COUNCIL**  |
| **2023/24 Petty Cash Bank Statements - June 2023 Finance** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Barclays Bank Petty Cash Account** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 1185.13 |
| 85867 | 03/04/2023 | BANK CHARGES | Purchase Payment | 8.50 |   | 1176.63 |
| 86394 | 08/05/2023 | BANK CHARGES | Purchase Payment | 8.50 |   | 1168.13 |
| 86616 | 19/05/2023 | TRF | Barclays Active Saver to Barclays Petty Cash Acc |   | 970.00 | 2138.13 |
| 86830 | 06/06/2023 | BANK CHARGES | Purchase Payment | 8.50 |   | 2129.63 |
| 86862 | 01/06/2023 | TRF | Barclays Active Saver to Barclays Petty Cash Acc |   | 1200.00 | 3329.63 |
| 86890 | 14/05/2023 | 1SP | Zoom Pro - Annual Subscription for Youth | 143.88 |   | 3185.75 |
| 86891 | 24/05/2023 | 1SP | Community Festival - 358 Shields for Football Event - 50% funded by football club | 1284.50 |   | 1901.25 |
| 86892 | 02/06/2023 | 1SP | Data Protection Annual Certificate | 60.00 |   | 1841.25 |
| 86893 | 02/06/2023 | 1SP | 35 Lanyards & ID Cards for Staff & Councillors | 263.21 |   | 1578.04 |
| 86894 | 02/06/2023 | 1SP | Annual Renewal - Adobe Export PDF | 17.62 |   | 1560.42 |
| 87108 | 06/06/2023 | REFUND | Refund for Faulty Trophies - Sage Ref 86891 |   | 7.18 | 1567.60 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Office Petty Cash Tin** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 71.28 |
| 86895 | 16/05/2023 | 1 | Hedgehog Highway - Wooden Hedgehogs x 6 | 8.90 |   | 62.38 |
| 86896 | 16/05/2023 | 2 | Hedgehog Highway - Glue & Clay Craft Materials | 17.50 |   | 44.88 |
| 86897 | 19/05/2023 | 3 | Office - Kitchen Roll | 4.00 |   | 40.88 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash at Sites** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 85.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Deputy Town Clerk/Premises Manager** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 7.33 |
| 86881 | 01/04/2023 | TRF | Transfer Barclays Petty Cash to Deputy Town Clerk Petty Cash |   | 90.00 | 97.33 |
| 86881 | 01/04/2023 | 1PF | Office - Milk for Council Meeting | 1.65 |   | 95.68 |
| 86882 | 03/04/2023 | 1PF | BW - Cleaning - Anti Bac Spray x2 | 4.20 |   | 91.48 |
| 86883 | 04/04/2023 | 1PF | BC - Hand Trowel for Gutter Clean | 4.50 |   | 86.98 |
| 86884 | 04/04/2023 | 1PF | Street - Roller & 5 x Sleeves for Graffiti Removal | 9.00 |   | 77.98 |
| 86885 | 17/04/2023 | 1PF | Office - Milk for Council Meeting | 1.55 |   | 76.43 |
| 86886 | 26/04/2023 | 1PF | Office - Milk for Council Meeting | 1.55 |   | 74.88 |
| 86887 | 17/05/2023 | 1PF | Office - Milk for Council Meeting | 1.55 |   | 73.33 |
| 86888 | 25/05/2023 | 1PF | Office - Milk for Council Meeting | 1.65 |   | 71.68 |
| 86889 | 26/05/2023 | 1PF | BC - Cleaning Materials - Washing Up Liquid & Air Freshener | 11.50 |   | 60.18 |
| 87110 | 05/06/2023 | TRF | Transfer of Maintenance Petty Cash to Deputy Petty Cash |   | 4.66 | 64.84 |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **Maintenance Petty Cash**  |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 4.66 |
| 87109 | 05/06/2023 | TFR | Transfer Balance to Deputy Town Clerk Petty Cash | 4.66 |   | 0.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Youth (1)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 152.07 |
| 86872 | 01/04/2023 | TRF | Barclays Petty Cash to Youth 1 Petty Cash  |   | 140.00 | 292.07 |
| 86872 | 01/04/2023 | 1 | Youth Sessions - Food Supplies | 16.49 |   | 275.58 |
| 86873 | 23/05/2023 | 1 | Youth Sessions - Food Supplies | 32.47 |   | 243.11 |
| 86874 | 25/05/2023 | 1 | Youth Sessions - BBQ Tools | 5.00 |   | 238.11 |
| 86875 | 25/05/2023 | 1 | Youth Sessions - Food Supplies | 46.70 |   | 191.41 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Youth (2) Residentials** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** |   |   | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 167.21 |

Following discussion Councillor Ben Randles proposed acceptance of the Petty Cash Statement, seconded by Councillor Dayley Lawrence, carried unanimously. Petty Cash Statements then signed by Chair of Committee and Town Clerk.

**9.3 To approve Bills for payment**

The following Bills were approved for payment (and include VAT where appropriate) by Councillor Dayley Lawrence, seconded by Councillor Roger Avenin, carried unanimously.

|  |
| --- |
| **BRADLEY STOKE TOWN COUNCIL** |
| **MONTHLY EXPENDITURE - 21st June 2023** |
|  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |   |   |
| **Supplier Payments** |
|  | A1 Maintenance Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/04/2023 | 1370 | BC - Building Maintenance 1/4/23 - 31/3/24 - June 23 | 683.33 | 136.67 | 820.00 |
| 01/04/2023 | 1370 | BW - Building Maintenance 1/4/23 - 31/3/24 - June 23 | 370.83 | 74.17 | 445.00 |
| 01/04/2023 | 1370 | JC - Building Maintenance 1/4/23 - 31/3/24 - June 23 | 333.33 | 66.68 | 400.01 |
| 01/04/2023 | 1370 | Office - Building Maintenance 1/4/23 - 31/3/24 - June 23 | 125.00 | 25.01 | 150.01 |
| 01/04/2023 | 1370 | JC CR - Building Maintenance 1/4/23 - 31/3/24 | 320.83 | 64.18 | 385.01 |
| 01/04/2023 | 1370 | Skate Park - Building Maintenance 1/4/23 - 31/3/24 - June 23 | 79.16 | 15.84 | 95.00 |
| 24/05/2023 | 1381 | BC - Repair toilets in Elm Room (continual flushing) | 180.00 | 36.00 | 216.00 |
| 25/05/2023 | 1384 | BC - Repair toilets in Elm Room (leaking toilet) | 305.00 | 61.00 | 366.00 |
| 13/06/2023 | 1387 | JC - Investigate toilet leak in Woodland Suite | 50.00 | 10.00 | 60.00 |
| 14/06/2023 | 1389 | BW - Repair damaged cable & replace socket in office | 245.00 | 49.00 | 294.00 |
| 14/06/2023 | 1390 | BC - Replace fan in Elm Room kitchen | 130.00 | 26.00 | 156.00 |
| 14/06/2023 | 1391 | BC - Upgrade circuit feeder to food van (food van invoiced) | 350.00 | 70.00 | 420.00 |
|   | **Account Totals:** | 3172.48 | 634.55 | 3807.03 |
|  | Avon Local Councils Association. |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 24/05/2023 | IV00028 - 50 | Equality, Diversity & Inclusion Essential' E- Learning training for 22 - staff & councillors | 308.00 | 0.00 | 308.00 |
| 24/05/2023 | INV-22147 | Planning in Plain English' training for 2 councillors | 80.00 | 0.00 | 80.00 |
| 31/05/2023 | INV-22159 | Essential Councillor' training - for 1 councillor | 40.00 | 0.00 | 40.00 |
|   | **Account Totals:** | 428.00 | 0.00 | 428.00 |
|  | AMBIENCE LANDSCAPES LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/05/2023 | 19434 | Street Maintenance - May 23 | 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** |
| 31/05/2023 | SI-822067 | BC - Bowls green maintenance & materials - May 23 | 528.43 | 105.69 | 634.12 |
|   | **Account Totals:** | 528.43 | 105.69 | 634.12 |
|  | 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 |
|  | BS1 FIRE & SECURITY |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 11/05/2023 | SI17740 | BC - Refit fire detector in bowls kitchen | 55.00 | 11.00 | 66.00 |
| 01/06/2023 | SI17960 | Skate Park - Intruder, fire alarms & CCTV - June 23 | 55.92 | 11.18 | 67.10 |
| 01/06/2023 | SI17965 | BW- Shutter Maintenance - June 23 | 4.92 | 0.98 | 5.90 |
| 01/06/2023 | SI17965 | Office- Shutter Maintenance - June 23 | 24.59 | 4.92 | 29.51 |
| 01/06/2023 | SI17965 | BC- Shutter Maintenance - June 23 | 37.71 | 7.54 | 45.25 |
| 01/06/2023 | SI17965 | JC - Shutter Maintenance - June 23 | 32.78 | 6.56 | 39.34 |
| 01/06/2023 | SI17959 | Office - Intruder, fire alarms & CCTV - June 23 | 56.45 | 11.29 | 67.74 |
| 01/06/2023 | SI17959 | JC- Intruder, fire alarms & CCTV - June 23 | 78.80 | 15.76 | 94.56 |
| 01/06/2023 | SI17959 | BW- Intruder, fire alarms & CCTV - June 23 | 87.54 | 17.51 | 105.05 |
| 01/06/2023 | SI17959 | BC- Intruder, fire alarms & CCTV - June 23 | 95.10 | 19.02 | 114.12 |
|   | **Account Totals:** | 528.81 | 105.76 | 634.57 |
|  | CONCORD HOMECARE LIMITED |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 15/06/2023 | CINV-514 | Office - Cleaning May 23 | 357.50 | 71.50 | 429.00 |
| 15/06/2023 | CINV-514 | JC - Cleaning May 23 | 858.00 | 171.60 | 1029.60 |
| 15/06/2023 | CINV-514 | BW - Cleaning May 23 | 715.00 | 143.00 | 858.00 |
| 15/06/2023 | CINV-514 | BC - Cleaning May 23 | 858.00 | 171.60 | 1029.60 |
| 15/06/2023 | CINV-514 | Skate Park - Cleaning May 23 | 143.00 | 28.60 | 171.60 |
| 15/06/2023 | CINV-514 | JC CR - Cleaning May 23 | 357.50 | 71.50 | 429.00 |
|   | **Account Totals:** | 3289.00 | 657.80 | 3946.80 |
|  | Bradley Stoke Cricket Club |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 02/06/2023 | BC052023 | BC - Cricket wicket maintenance - May 23 | 745.83 | 0.00 | 745.83 |
|   | **Account Totals:** | 745.83 | 0.00 | 745.83 |
|  | Doug Hillard Sports Shop |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 13/06/2023 | INV1899 | Staff - fleece & polo shirt - E. Bezer | 40.79 | 8.16 | 48.95 |
| 13/06/2023 | INV1900 | Staff - fleece x 2 & polo shirts x 5 - V. Davies + L. Rich | 101.95 | 20.39 | 122.34 |
|   | **Account Totals:** | 142.74 | 28.55 | 171.29 |
|  | Gary Woodland |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/05/2023 | INV201904154 | Youth - Tuesday evening youth sessions - April 23 | 107.70 | 0.00 | 107.70 |
| 31/05/2023 | INV201904155 | Youth - Thursday evening youth sessions - April & May 23 | 596.84 | 0.00 | 596.84 |
| 31/05/2023 | INV201904156 | Youth - Tuesday evening youth sessions - May 23 | 188.48 | 0.00 | 188.48 |
|   | **Account Totals:** | 893.02 | 0.00 | 893.02 |
|  | GREENHAM TRADING LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 15/05/2023 | 18/034264 | Staff - High viz jacket + safety wellington boots - L. Rich | 43.79 | 8.75 | 52.54 |
| 06/06/2023 | 18/037954 | Community Festival - 5 x Snow fencing & 50 x pins | 217.95 | 43.59 | 261.54 |
|   | **Account Totals:** | 261.74 | 52.34 | 314.08 |
|  | KN Office Supplies Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 12/06/2023 | I13907 | Office - Printer cartridges | 192.27 | 38.45 | 230.72 |
|   | **Account Totals:** | 192.27 | 38.45 | 230.72 |
|  | Magic Cleaning Solutions Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 06/04/2023 | I14407 | BC - Toilet rolls | 35.44 | 7.09 | 42.53 |
|   | **Account Totals:** | 35.44 | 7.09 | 42.53 |
|  | Motion Picture Licensing Company |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 15/06/2023 | 635536 | JC - Motion Picture Licence 24/7/23 - 23/7/24 | 261.79 | 52.36 | 314.15 |
| 15/06/2023 | 635536 | BW - Motion Picture Licence 24/7/23 - 23/7/24 | 261.78 | 52.35 | 314.13 |
| 15/06/2023 | 635536 | BC - Motion Picture Licence 24/7/23 - 23/7/24 | 261.79 | 52.36 | 314.15 |
|   | **Account Totals:** | 785.36 | 157.07 | 942.43 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 25/05/2023 | 1229 | **Bright Sparks**-Skate Park floodlight upgrade- final balance | 5962.50 | 1192.50 | 7155.00 |
|   |
| 06/06/2023 | 06-23-01 | **Kitchen Den** - Skate Park fitting of kitchen | 1000.00 | 200.00 | 1200.00 |
|   |
|  | DCK ACCOUNTING SOLUTIONS |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 09/06/2023 | TPC10795 | 2022/23 Statement of Accounts for audit | 546.00 | 109.20 | 655.20 |
|   | **Account Totals:** | 546.00 | 109.20 | 655.20 |
|  | Rydow Mobile Welding Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 07/06/2023 | 769 | BC - Repair chain link fence on bowls green | 260.00 | 52.00 | 312.00 |
| 07/06/2023 | 775 | BC - Extension to rear bowls gate for security | 520.00 | 104.00 | 624.00 |
|   | **Account Totals:** | 780.00 | 156.00 | 936.00 |
|  | SOLTECH IT LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/06/2023 | 24290 | IT contract - 22/6/23 - 21/7/23 | 150.00 | 30.00 | 180.00 |
|   | **Account Totals:** | 150.00 | 30.00 | 180.00 |
|  | SOUTH GLOUCESTERSHIRE COUNCIL |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 24/05/2023 | 3805278387 | JC - Removal of bulky fly tipping from upper pitch | 60.00 | 12.00 | 72.00 |
|   | **Account Totals:** | 60.00 | 12.00 | 72.00 |
|   | **Report Totals:** | **20836.78** | **3754.03** | **24590.81** |

**9.4 To receive Direct Debits payment schedule**

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

|  |
| --- |
| **BRADLEY STOKE TOWN COUNCIL** |
| **DIRECT DEBIT PAYMENTS 16.05.2023-08.06.2023** |
|  |  |   |  |  |  |  |  |  |  |  |  |
| **Tran No.** | **Date** |  | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Payment Date** |
| 86386 | 01/05/2023 | SAGE001 | INV16773108 | Sage Acc & Payroll May'23 | 321.00 | 64.20 | 385.20 | 16.05.2023 |
| 86821 | 10/05/2023 | TOTALGAS | 3007449863 | BW - Electricity Charge April'23 | 206.60 | 41.32 | 247.92 | 26.05.2023 |
| 86822 | 10/05/2023 | TOTALGAS | 3007449852 | BC - Electricity Charge April'23 | 299.11 | 59.82 | 358.93 | 26.05.2023 |
| 86824 | 18/05/2023 | BARCBANK |   | Barclays Cash Payments 13.04-14.05.23 | 7.23 | 0.00 | 7.23 | 06.06.2023 |
| 86825 | 18/05/2023 | BARCBANK |   | Barclays Cheques & Ass 13.04-14.05.23 | 6.00 | 0.00 | 6.00 | 06.06.2023 |
| 86826 | 18/05/2023 | BARCBANK |   | Barclays Payflow & Submission 13.04-14.05.23 | 3.50 | 0.00 | 3.50 | 06.06.2023 |
| 86827 | 18/05/2023 | BARCBANK |   | Barclays Acc Fee 13.04-15.05.23 | 8.50 | 0.00 | 8.50 | 06.06.2023 |
| 86912 | 01/06/2023 | INTY001 | INV00573728 | Email Charges - May'2023 | 155.36 | 31.07 | 186.43 | 08.06.2023 |
| 86926 | 08/06/2023 | TOTALGAS | 3007449841 | JC - Electricity Charge - April'23 | 456.51 | 91.29 | 547.80 | 25.05.2023 |
| 87105 | 11/05/2023 | VODAFONE | 691566353012 | 9 Mobile Phone Networks May'23 | 157.08 | 31.41 | 188.49 | 30.05.2023 |
| 86956 | 30/04/2023 | BIFFA | 472C68767 | JC - Mixed Recycling Collection April'23 | 36.80 | 7.36 | 44.16 | 30.05.2023 |
| 86957 | 30/04/2023 | BIFFA | 472C68765 | BW - Mixed Recycling Collection April'23 | 36.80 | 7.36 | 44.16 | 30.05.2023 |
| 86958 | 30/04/2023 | BIFFA | 472C68764 | BW - General Waste Collection April'23 | 174.56 | 34.91 | 209.47 | 30.05.2023 |
| 86959 | 30/04/2023 | BIFFA | 472C68763 | BC - Glass Recycling Collection April'23 | 21.30 | 4.26 | 25.56 | 30.05.2023 |
| 86960 | 30/04/2023 | BIFFA | 472C68761 | BC - General Waste Collection - April'23 | 117.36 | 23.47 | 140.83 | 30.05.2023 |
| 86961 | 30/04/2023 | BIFFA | 472C68762 | BC - Mixed Recycling Collection April'23 | 36.80 | 7.36 | 44.16 | 30.05.2023 |
| 86965 | 30/04/2023 | BIFFA | 472C68766 | JC - General Waste Collection April'23 | 117.36 | 23.47 | 140.83 | 30.05.2023 |
| 86919 | 30/04/2023 | ADIMAGE1 | 37904 | Printer Consumable Charges - April'23 | 142.00 | 28.40 | 170.40 | 07.06.2023 |
| 86185 | 03/04/2023 | STGLO002 | 66987325 | Office- Monthly Rates 2023/24  | 1506.00 | 0.00 | 1506.00 | 08.06.2023 |
| 86186 | 03/04/2023 | STGLO002 | 61880400 | JC - Monthly Rates 2023/24 | 886.00 | 0.00 | 886.00 | 08.06.2023 |
| 86187 | 03/04/2023 | STGLO002 | 61972202 | BW- Monthly Rates 2023/24 | 409.00 | 0.00 | 409.00 | 08.06.2023 |
| 86188 | 03/04/2023 | STGLO002 | 62313704 | BC - Monthly Rates 2023/24 | 936.00 | 0.00 | 936.00 | 08.06.2023 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Transactions from Barclay Select Cards - May Statement - Paid by DD 05/06/2023** |  |
| **Tran No.** | **Date** |  | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Payment Date** |
| 86487 | 27/04/2023 | BARCSEL | 2GB | Youth Sessions - 2 x Footballs | 14.83 | 2.97 | 17.80 | 05.06.2023 |
| 86488 | 02/05/2023 | BARCSEL | 2GB | Youth Session - Food Supplies | 30.25 | 0.00 | 30.25 | 05.06.2023 |
| 86841 | 10/05/2023 | BARCSEL | 2JH | Street - Fuel For MCO Tools | 12.08 | 2.42 | 14.50 | 05.06.2023 |
| 86842 | 24/05/2023 | BARCSEL | 3JH | JC - Concrete for 2x Slabs in Car Park Repair / Bin Base x4 | 21.96 | 4.39 | 26.35 | 05.06.2023 |
| 86843 | 25/05/2023 | BARCSEL | 3JH | Street - Anti Graffiti Paint / Adhesive for Park Gate | 8.90 | 1.78 | 10.68 | 05.06.2023 |
| 86844 | 25/05/2023 | BARCSEL | 3JH | BC - Door Closer for Men's Toilets | 17.07 | 3.41 | 20.48 | 05.06.2023 |
| 86845 | 27/04/2023 | BARCSEL | 2WD | BC - Toilet Seat for Ladies Toilet | 9.99 | 2.00 | 11.99 | 05.06.2023 |
| 86846 | 28/04/2023 | BARCSEL | 2WD | BC - 3 X New Toilets for Ladies | 193.35 | 38.67 | 232.02 | 05.06.2023 |
| 86848 | 02/05/2023 | BARCSEL | 3WD | Tools - Washers for All Sites & Maintenance | 10.82 | 2.17 | 12.99 | 05.06.2023 |
| 86849 | 13/05/2023 | BARCSEL | 4WD | BW - Dish Washer Tablets | 9.98 | 2.00 | 11.98 | 05.06.2023 |
| 86850 | 13/05/2023 | BARCSEL | 4WD | Tools - Spade | 8.33 | 1.67 | 10.00 | 05.06.2023 |
| 86851 | 13/05/2023 | BARCSEL | 4WD | BW - New Wall Mount for CCTV | 19.16 | 3.83 | 22.99 | 05.06.2023 |
| 86852 | 13/05/2023 | BARCSEL | 4WD | BW - New Clock for Room B | 15.00 | 3.00 | 18.00 | 05.06.2023 |
| 86853 | 22/05/2023 | BARCSEL | 4PF | JC - New Site Keys Cut for L. Rich | 10.83 | 2.17 | 13.00 | 05.06.2023 |
| 86854 | 22/05/2023 | BARCSEL | 4PF | BC - New Site Keys Cut for L. Rich | 10.83 | 2.17 | 13.00 | 05.06.2023 |
| **Transactions from Barclay Select Cards - May Statement - Paid by DD 05/06/2023** |  |
| **Tran No.** | **Date** |  | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Payment Date** |
| 86855 | 22/05/2023 | BARCSEL | 4PF | BW - New Site Keys Cut for L. Rich | 10.83 | 2.17 | 13.00 | 05.06.2023 |
| 86856 | 16/05/2023 | BARCSEL | 2SP | Staff Training - Fire Safety & Manual Handling for L. Rich | 27.00 | 5.40 | 32.40 | 05.06.2023 |
| 86857 | 16/05/2023 | BARCSEL | 2SP | Office - Poppy Wreath for Memorial Service 2023 | 22.00 | 5.50 | 27.50 | 05.06.2023 |
| 86858 | 19/05/2023 | BARCSEL | 2SP | 8 x Large Hedgehog Signs | 386.35 | 77.27 | 463.62 | 05.06.2023 |
| 86876 | 09/05/2023 | BARCSEL | 2GB | Youth Work - Food Supplies | 19.05 | 0.00 | 19.05 | 05.06.2023 |
| 86877 | 18/05/2023 | BARCSEL | 2GB | Youth Work - Food Supplies | 28.40 | 0.00 | 28.40 | 05.06.2023 |
| 86878 | 19/05/2023 | BARCSEL | 2GB | Skate Park - Padlock & Fixings for Feeder Pillar | 22.97 | 4.59 | 27.56 | 05.06.2023 |
| 86361 | 28/04/2023 | BARCSEL | 1SP | Hedgehog Highway - 40 x Signs | 87.47 | 17.49 | 104.96 | 05.06.2023 |
| 86362 | 03/05/2023 | BARCSEL | 1SP | Hedgehog Highway - Donation Towards Postage of Leaflets | 5.00 | 0.00 | 5.00 | 05.06.2023 |
|  |  |  |  |  |  | **Statement Totals:** | **1005.42** | **182.10** | **1187.52** |  |

11 Date and time of next meeting

Wednesday 26th July 2023 at 6.30pm

The Meeting closed at 9.10pm

**APPENDIX B**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2023/24 - 5 YEAR FORWARD PLAN - Audit 8.6.23** |  |  |  |  |  |  |  |
|  |  **2019/20 - Audited Figures** | **% change** | **2020/21 Audited Figures** | **% change** | **2021/22 Audited Figures**  | **% change** | **Approved Budget 2022/23**  | **% change** | **Projected Budget 2023/24** | **% change** |  **2024/25 - Projected Budget** | **% change** |  **2025/26 - Projected Budget** | **% change** |  **2026/27 - Projected Budget** | **% change** |  **2027/28 - Projected Budget** | **% change** |  |  |  |
| **INCOME** |  |  |  |
| Bank Interest Investment/Grant Income | **£21,031** | -5% | £76,319 | 263% | £24,427 | -68% | £72,359 | 9% | £24,400 | -66% | £10,000 | -59% | £10,000 | 0% | £10,000 | 0% | £10,000 | 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% | £1,220 | -97% | £1,220 | 0% | £1,220 | 0% | £1,220 | 0% | £1,220 | 0% |  |  |  |
| **Total Income (exc. precept etc)** | **£160,827** | **-4%** | **£148,286** | **-8%** | **£160,609** | **8%** | **£265,322** | **65%** | **£175,120** | **-34%** | **£163,710** | **-7%** | **£166,760** | **2%** | **£169,871** | **2%** | **£173,044** | **2%** |  |  |  |
| **EXPENDITURE** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Non Activity Centre Costs  | £655,481 | 13% | £607,673 | -7% | £641,320 | 6% | £648,645 | 1% | £754,513 | 16% | £737,476 | -2% | £758,039 | 3% | £779,054 | 3% | £800,724 | 3% |  |  |  |
| Community/ Firework Events | £32,270 | 2% | £11,859 | -63% | £16,119 | 36% | £34,440 | 114% | £28,460 | -17% | £38,810 | 36% | £39,171 | 1% | £39,543 | 1% | £39,926 | 1% |  |  |  |
| Grants and Other Funding | £30,719 | -13% | £23,599 | -23% | £21,108 | -11% | £28,301 | 34% | £43,677 | 54% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% | £43,677 | 0% |  |  |  |
| **Office Expenditure** | **£718,470** |   | **£643,131** |   | **£678,547** |   | **£711,386** |   | **£826,650** |   | **£819,963** |   | **£840,887** |   | **£862,274** |   | **£884,327** |   |  |  |  |
| Bradley Stoke Jubilee Centre  | £77,123 | -1% | £74,660 | -3% | £76,235 | 2% | £93,199 | 22% | £103,851 | 11% | £110,146 | 6% | £123,121 | 12% | £126,066 | 2% | £129,105 | 2% |  |  |  |
| Brook Way Activity Centre  | £42,572 | 9% | £34,767 | -18% | £35,042 | 1% | £34,671 | -1% | £46,395 | 34% | £48,651 | 5% | £53,960 | 11% | £55,336 | 3% | £56,759 | 3% |  |  |  |
| Baileys Court Activity Centre  | £82,781 | 1% | £82,296 | -1% | £79,750 | -3% | £83,269 | 4% | £101,795 | 22% | £107,488 | 6% | £118,671 | 10% | £122,263 | 3% | £124,944 | 2% |  |  |  |
| **Activity Centres Running Costs** | **£202,475** |   | **£191,723** |   | **£191,027** |   | **£211,139** |   | **£252,041** |   | **£266,285** |   | **£295,752** |   | **£303,664** |   | **£310,807** |   |  |  |  |
| 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% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  |  |  |
| **Total Expenditure as per budget**  | **£989,570** | **3%** | **£841,863** | **-15%** | **£923,535** | **10%** | **£1,091,089** | **18%** | **£1,104,091** | **1%** | **£1,104,299** | **0%** | **£1,154,689** | **5%** | **£1,183,988** | **3%** | **£1,213,184** | **2%** |  |  |  |
| Adjustments to/from Reserves at Year End | -£182,953 |  | £214,006 |  | £85,910 |   | -£50,025 |   | -£80,963 |   | -£101,000 |   | -£130,000 |   | £8,000 |   | £4,000 |   |  |  |  |
| **Total budget + reserve adjustment** | **£806,616** | **-10%** | **£1,055,869** | **31%** | **£1,009,445** | **-4%** | **£1,041,064** | **3%** | **£1,023,128** | **-2%** | **£1,003,299** | **-2%** | **£1,024,689** | **2%** | **£1,191,988** | **16%** | **£1,217,184** | **2%** |  |  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| **SHORTFALL** |  2019/20 - Audited Figures | % change | 2020/21 Audited Figures | % change | 2021/22 Audited Figures  | % change | Approved Budget 2022/23  | % change | Projected Budget 2023/24 | % change |  2024/25 - Projected 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% | £907,583 | 31% | £848,836 | -6% | £775,742 | -9% | £848,008 | 9% | £839,589 | -1% | £857,929 | 2% | £1,022,117 | 19% | £1,044,141 | 2% |  |  |  |
| **LESS/PLUS:** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| Confirmed/Estimated Previous Year End Balance C/FWD  | **£82,892.92** |  | **£189,290.01** |  | **£97,247.29** |  | **£60,092.68** |  | **£95,212.60** |  | **£63,329.31** |   | **£62,044.43** |   | **£64,208.91** |   | **-£76,183.04** |   |  |  |  |
| Full Budget Funding Shortfall | **£612,054.99** |  | **£718,292.71** |  | **£751,588.32** |  | **£715,649.40** |  | **£752,795.69** |  | **£776,259.26** |  | **£795,885.03** |  | **£957,908.07** |  | **£1,120,323.87** |  |  |  |  |
| **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** |   | **£97,247.29** |   | **£60,092.68** |   | **£95,212.60** |   | **£63,329.31** |   | **£62,044.43** |   | **£64,208.91** |   | **-£76,183.04** |   | **-£234,190.22** |   |  |  |  |
|  | 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. |