## 

## 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 20th December 2023 at 6.45pm.

**PRESENT:** Councillors: Dave Addison

Tom Aditya

Natalie Field

Jenny James

Dayley Lawrence

James Nelson

Ben Randles

Jon Williams (Chair)

Officers: Sharon Petela - Town Clerk

Phil Francis – Deputy Town Clerk/Activity Centres Manager

Rachel Pullen - Responsible Finance Officer/Finance Manager

1. **Submissions from the Public**

None

**2 Apologies for absence**

Apologies received from Councillors Aleena Aditya, Roger Avenin, John Bradbury, Terri Cullen, Brian Mead and Kulwinder Singh Sappal

**3 Declarations by Members**

None

**4 Announcements by the Chair**

None

**5 To Confirm minutes of meeting held on 22nd November 2023**

Minutes of the Finance Committee held on 22nd November 2023 were proposed for acceptance by Councillor Tom Aditya, seconded by Councillor James Nelson. A vote was taken, 6 in favour, 2 abstentions, proposal carried. The minutes were then signed by the Chair as a correct record.

**6 Matters arising from the minutes of the meeting held on 22nd November 2023**

**6.1 Possible contract to remove weeds from gutters in Bradley Stoke**

Extract from Finance Committee meeting – 22nd November 2023

***7.1 Possible contract to remove weeds from gutters in Bradley Stoke***

*A number of councillors (and members of the public) have raised concerns about the proliferation of weeds in the gutters around the town. The Town Council has been in contact with South Gloucestershire Council (SGC) Streetcare team and they said that they are struggling to keep up with the number of weeds growing in the gutters and on footpaths across the area – this is a result of the withdrawal of pesticides that the council has committed to. They have confirmed that they wouldn’t have any issues if the Town Council were to use their own contractors to clear weeds, providing they do not apply any type of weedkiller/pesticides in line with the SGC Environmental Policy. The Town Clerk informed the meeting that there is currently no budget allocated for such works.*

*Following discussion, Councillor Ben Randles proposed that BSTC investigate costs to carry out weed removal works in gutters along Bradley Stoke Way, Brook Way and the interconnecting roads which link to the main roundabouts in the town to get an idea of cost implications, seconded by Councillor Dayley Lawrence, carried unanimously.*

*Councillor Tom Aditya suggested that councillors also raise this matter at the next SGC Community Engagement Forum. This matter was raised at the SGC Community Engagement Forum (CEF) on 21st November 2023 and the CEF are taking this forward as an action point.*

*Four companies were initially contacted (Ambience Landscapes, Prestige Grounds (our two current contractors), South Gloucestershire Council StreetCare department and Cabot Landscapes) and asked to quote for the work. We initially heard back from two of the companies asking for more information and we have sent the map below which gives an indication of the initial extent of works:*

**

*The Town Council is currently awaiting further clarification from the SGC Streetcare Team with regard to whether weedkillers can be used rather than the labour-intensive and costly hand removal of the weeds which grow back within a couple of weeks. Clarification is required in light of new information from the SGC that contradicts BSTC’s previous and very recent understanding on the use of weedkiller within the unitary authority area (i.e. its use is not permissible for environmental reasons).*

*In light of the awaited clarification/definitive guidance from the SGC Streetcare team (with regard to the possible use of weedkillers), Councillor Jenny James proposed that a decision on this matter is deferred until the next Finance Committee meeting on 20th December 2023 and the Town Council also explore the potential use of the SGC Community Payback team, seconded by Councillor John Bradbury, carried unanimously.*

The Town Council has now heard back from SGC Streetcare team with the following response:

*We are returning to treating highway kerb lines and back of footways once from next year, I have discussed this internally and the thought is that SGC should keep control of the use of herbicide on the highway as we have the responsibility in recording and managing the process in line with DEFRA and HSE regulations. If we allow third parties to treat highways, we could have a position where we have over sprayed or face claims from damage (this happens regularly) and take considerable time in investigating. If you have any areas of concern let me have them and we can make sure they are treated.*

BSTC officer recommendation is that we identify the roads in the town which have significant issues and send a list to SGC as they have suggested. BSTC officers have also emailed the SGC Community Payback team and are waiting to hear back from them with regard to their community offer.

Following discussion, Councillor Dayley Lawrence proposed that the Town Council provide the SGC Streetcare team a list of every road in Bradley Stoke and ask them to remove the weeds, seconded, by Councillor Natalie Field, carried unanimously.

Councillor Ben Randles then proposed that the Town Council add a weed ‘Report It’ section on the Town Council website so residents of the town can identify problem areas which can then be passed on to SGC, seconded by Councillor Dayley Lawrence, carried unanimously.

7 Matters within scope of Finance Committee

**7.1 Quotes for publishing and printing of BSTC 2023/24 Annual Report**

Officers have sought like-for-like quotes from three companies to publish/print an 8 page BSTC Annual Report in March 2024 (9,250 copies). Quotes have been received to include artwork and design (from word and excel documents and jpegs supplied by BSTC) as part of their quote.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Printing** | **Artwork/Design** | **Total** |
| **Azimuth Print** | £1,324.00 | £300.00 | £1,624.00 + VAT |
| **Jam Jar Print** | £1,444.00 | £160.00 | £1,604.00 + VAT |
| **Sprint Print Design** | £1,594.00 | £200.00 | £1,794.00 + VAT |

To be noted:

It has been suggested in the past that the Town Council Annual Report could be printed in the middle of a local commercial publication. However, it is felt that this would not be appropriate as it could be perceived by local residents that the commercial publication is therefore part of the Town Council and also, the Town Council cannot be perceived to be “biased” towards one business rather than another. It is important for the Town Council Annual Report to be a stand-alone publication.

Following discussion, Councillor Dayley Lawrence proposed acceptance of the Jam Jar Print quote of £1,604.00 + VAT for publishing and printing of the BSTC 2023/24 Annual Report (Nominal Code N/C5016), seconded by Councillor Natalie Field, carried unanimously.

**7.2 Quotes for delivery of BSTC 2023/24 Annual Report**

Officers have contacted four companies to submit quotes to deliver the BSTC Annual Report to all households in Bradley Stoke (approx. 9,000) in March/April 2024.

|  |  |
| --- | --- |
| **Bobs Leaflet Distribution** | |
| £90.00 per 1,000 items | £810.00 |

|  |  |
| --- | --- |
| **Bradley Stoke Matters Magazine** | |
| Total cost for stand-alone delivery | £675.00 + VAT |

|  |  |
| --- | --- |
| **Bradley Stoke Voice Magazine** | |
| No quote received | N/A |

|  |  |
| --- | --- |
| **Design Print Distribution Group** | |
| £200.00 per 1,000 items | £1,850.00 + VAT |

Officer recommendation is to use a local company as they have a network of local deliverers.

Following discussion, Councillor Jon Williams proposed acceptance of the Bradley Stoke Matters Magazine quote of £675.00 + VAT for delivery of the BSTC 2023/24 Annual Report (Nominal Code N/C5016), seconded by Councillor Tom Aditya, carried unanimously.

The Town Clerk mentioned that deliverers do not deliver to houses with “No Junk Mail” signs on them. Councillors asked for a note to be added to the Town Council website mentioning this and letting residents know that copies of the Annual Report can be collected from the Town Council office.

**7.3 Update on introduction of HR System for BSTC staff**

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

Following the finance meeting on September 27th 2023 staff engaged with Sage to adopt their HR system to assist in reducing staff time for multiple factors regarding HR and payroll (see extract from minutes below):

*“Following discussion, Councillor Natalie Field proposed accepting the Sage HR systems (without the no’s) as detailed above at a cost of £2,400 per year for 5 years as the Town Council already uses Sage for accounts and payroll and this new HR system should hopefully dovetail into current systems, seconded by Councillor Terri Cullen. A vote was taken, 9 in favour, 1 against, proposal carried.”*

While using the test system for Sage HR appeared to be well developed and have many benefits that would suit what we needed with high flexibility but, in practice this wasn’t the case. On the 30th November 2023 following authorisation from chairs the decision was made to move to BrightHR who were offering a 5 year contract within the deal below:

BrightHR comes with Absence monitoring, Rotas, Core HR, 11 E-Learning training courses including many yearly compliance training modules.

The decision to be made by chairs was because of a time sensitive offer that we had from BrightHR for their Black Friday deal which gave lower rates for the entire contract, plus a year free in total across the 5-year contract.

BrightHR - 5-year contract at £107.10 per month with first and last 6 months free. Total contract value £5,140.80 5 years Fixed pricing. (With Black Friday deal Offer)

BrightHR - 5-year contract at £137.70 per month. Total contract value £8,262.00 5 years Fixed pricing. (Without Black Friday deal Offer)

If we did get the Health Safety module (after Officers review in the new Year) to combine with existing 5-year contract it would be £21.90 extra per month and would give access to over 75 new E-Learning courses (a number of which may also fall under our yearly compliance training).

Total per month with HR and H&S: £129 5 years Fixed pricing.

Total per year: £1,548 5 years Fixed pricing.

Total contract value: £6,880.80

Officers will be meeting in the new year to discuss the potential for also taking on the Health and Safety module that gives access to over 75 training courses included.

We are still seeking money from Sage at this time and in total for our time with them we spent:

- Sage Accounts & Payroll was £399.60 per month

- When HR was added increased by £17.10 to £416.70 per month and an additional £158.40 with 3 x bolt on packages for 22 staff (£52.80 per package)

- We have a 20% discount for the HR & Business Package – No discounts on the bolt Ons

THE TOTAL COST OF SAGE HR & BOLT ON:

- 3 x Bolt on packages £112.80 for October

- 3 x Bolt on packages £158.40 for November

- We did have an additional charge in October for 9th-31st October 2023 of £12.70

Total Spent: £317.70

Total Projected figures per year (not fixed): £2,106.00 (Excluding Scheduling) £2,418.00 (including)

Total 5-year projected figures (not fixed): £10,530 (Variable excluding) £12,090 (Variable including)

The work that officers had done with inputting data on the initial SAGE HR system was able to be copied across to BrightHR.

Councillors noted the update.

**7.4 Introduction of additional Multi-Factor Authentication system for BSTC staff and councillors emails**

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

Following a meeting with our current IT service provider about the best practices going forwards and ways of working, they have recommended that we take up the Software as a Service (SaaS) backup solution to better secure our data. The data is securely stored off our own servers in a hosted cloud-based system that we can access anytime.

SaaS allows users to connect to and use cloud-based apps over the Internet. Common examples are email, calendaring, and office tools (such as Microsoft Office 365). This would require its own login credentials that would also have Multi-Factor Authentication (MFA) making it harder to hack.

Given the increase in phishing emails we have received and the increased media attention, it is becoming increasingly likely that we may become targets for a cyber-attack. I’m sure that everyone has in the past had training in GDPR and Data Protection, but these can be incredibly costly if we are found not have tried every measure.

**Backups proposed Solution**

Office 365 tenancy is coupled with a SaaS backup solution. With automated, continuous backups you can protect Microsoft 365 applications against accidental or malicious deletion, ransomware attacks, and other cloud data loss with daily backups.

Price Per month £3.50 per user x 12 users.

Total per Month £42.00

Total per year: £504

Total for 3-year contract: £1,512

**Multi-Factor Authentication (MFA)**

MFA is highly recommended to help protect the data. This is recommended for anyone using Office 365 – relevant for all staff and councillors using bradleystoke.gov.uk email addresses.

Installation Charge Setup and Training for Multi-Factor Authentication (MFA)

Total one-off cost £600

Following discussion, Councillor Dayley Lawrence proposed deferring a decision on this to the next Finance committee meeting pending further information and clarification being obtained from our current IT systems provider, seconded by Councillor Ben Randles, carried unanimously.

**7.5 Update to Mainstream tele-communications contract to include enhanced router and back-up provision**

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

Following the installation of the offices own SOGEA network line and the activation of the offices own router we have encountered a few issues. The first issue seems to be that the current router isn’t up to scratch and struggles with the demand. Secondly, we have intermittent dropouts where the office will lose internet for a few minutes or more which are now becoming rarer. Lastly seems to be with the phones as the internet now does the phones as well, this means increased strain on the internet when someone is on the phone.

We have written to Mainstream and asked for a more powerful router and the option to have a 4G backup solution integrated within the router. With this solution we should have constant internet without interruption and backup for those times if the BT lines fail for any reason. The new solution does come with increased costs and is 3-year contract that they have tied into the current contract which can be reviewed 12 monthly.

The costs of the old contract with the router are as follows:

£170 for router.

Internet access using the SOGEA 80MB Broadband service =£33.50 per month

Total £402 per year for the internet plus £170 for the router.

Total per year: £402 - Total for 3 years: £1,864

The costs with the new router are as follows:

Internet access using the SOGEA 80MB Broadband service =£33.50 per month - £402 per annum.

Constants connect with high spec router, Wi-Fi Capabilities and 4G Back up =£32.00 per month

£384 per annum

Refund of £170 for the old router.

Total per year: £678 - Total for 3 years: £3,390 without refund. £3,220 with refund.

Councillors noted the update.

**8 Financial Matters**

**8.1 2023/24 Income & Expenditure Budget Report**

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

**FINANCIAL SUMMARY AS AT 28/11//23**

**INCOME**

Overall, total income has achieved £963,410 (95.27%) which is slightly lower than the same period last year which achieved £1,004,277.29 (96.97%). These figures exclude the Mayor’s Charity which has raised £4,977.60 to date (£9,139.38 raised as at 6/12/22).

The income drop between the current and previous financial years amounts to £40,867.29 which is mainly due to the £41K grant funding received last year towards the cost of the new Baileys Court Play Area. This negative position should reverse later in the financial year when the awarded S106 funding is applied for to support the Jubilee Green Leisure Equipment and the MUGA which amount to £22,515.60 and £46,812.53 respectively (including revenue funding) subject to the projects commencing before year end.

To put these figures into perspective, the historic to current total income **f**igures are detailed below and show how this was achieved between the precept and non-precept incomes. This shows the non-precept income has exceeded most previous levels except for 2022/23, as already explained, and 2015/16 which was boosted by an additional £14.5K in Positive Activities and Community Grant Youth funding from South Gloucestershire Council.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Financial Year | Actual Date Applied **based upon reports issued to council** | Income Achieved  **based upon historic reports issued to council** | Total Annual Precept | Total Local Council Tax Rebate (LCTR) | Non-Precept Income |
| 2015/16 | 31/11/15 | £971,145.43 | £773,389 | £40,294 | £157,462.43 |
| 2016/17 | 01/12/16 | £921,607.16 | £794,996 | £19,073 | £107,538.16 |
| 2017/18 | 04/12/17 | £915,320.17 | £795,988 | £11,130 | £108,202.17 |
| 2018/19 | 03/12/18 | £913,227.07 | £795,293 | £6,599 | £111,335.07 |
| 2019/20 | 11/12/19 | £917,096.67 | £798,998 | £2,347 | £115,751.57 |
| 2020/21 | 30/11/20 | £877,010.12 | £815,540 | N/A | £61,470.12 |
| 2021/22 | 23/11/21 | £929,032.18 | £811,681 | N/A | £117,351.18 |
| 2022/23 | 06/12/22 | £1,009,176.44 | £810,862 | N/A | £198,314.44 |
| 2023/24 | 28/11/23 | £963,410.00 | £816,125 | N/A | £147,285.00 |

**Activity Centres Income**

The Centres have achieved the following income levels:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2022/23 @ 28/11/22** | | | **2023/24 @ 28/11/23** | | | |
| **Activity Centre** | **Income (£)** | **Annual Budget (£)** | **Income Against Annual Budget %** | **Income (£)** | **Annual Budget (£)** | **Income Against Annual Budget %** |
| Jubilee Centre | 38,521.57 | 48,000 | 80.25% | 42,974.24 | 54,000 | 79.58% |
| Brook Way | 15,979.98 | 22,000 | 72.63% | 19,164.63 | 27,000 | 70.98% |
| Baileys Court | 50,479.90 | 63,000 | 80.13% | 53,825.15 | 68,500 | 78.58% |
| **Totals** | **104,981.45** | **133,000** | **78.93%** | **115,964.02** | **149,500** | **77.56%** |

Overall hire charge income for 2023/24 has achieved its highest level on record at £115,964.02 (77.56%) for the November period even outperforming last year’s figures. The previous highest level was achieved in 2014/15 when income levels reached £109,612.58 as at 9th December 2014.

In brief, the current income from sites has exceeded previous levels as detailed below:

|  |  |  |
| --- | --- | --- |
| Financial Year | Date of Figures  **from Finance Previous Reports** | Total hire Income |
| 2015/16 | 31/11/15 | £103,260.31 |
| 2016/17 | 01/12/16 | £81,568.44 |
| 2017/18 | 04/12/17 | £98,784.50 |
| 2018/19 | 03/12/18 | £105,021.42 |
| 2019/20 | 11/12/19 | £102,102.06 |
| 2020/21 | 30/11/20 | £31,289.30 |
| 2021/22 | 23/11/21 | £93,348.09 |
| 2022/23 | 6/12/22 | £110,637.17 |
| 2023/24 | 28/11/23 | £115,964.02 |

**Recommended Income Budget Changes/Monitoring for 2023/24**

There are no recommendations at this stage.

**INCOME SUMMARY**

The 23/24 income to date continues to be in a strong position to achieve the current annual budgets having already achieved 95.27% of the annual budget @ 28th November 2023, especially as the non-precept income for the same period has outperformed all previous years. In addition, the investment and bank interest income will begin to impact to further improve the performance as fixed rate bonds mature over the next few months.

**EXPENDITURE**

The table below shows the expenditure performance against budget @ 28.11.23.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***2022/23 @ 28/11/22*** | | | ***2023/24 @ 28/11/23*** | | | |
| **Sector** | **Expenditure (£)** | **Annual Budget (£)** | **Expenditure Against Annual Budget (%)** | **Expenditure (£)** | **Annual Budget (£)** | **Expenditure Against Annual Budget (%)** |
| **Total Office & Non-Activity Centres** | 493,254.03 | 808,718.92 | 60.99% | 520,957.73 | 839,362.12 | 62.07% |
| Including Salaries (Employer Costs) | 319,416.12 | 474,500.00 | 67.32% | 348,831.14 | 495,803.00 | 70.36% |
| Including Youth Provision  Grant Aid -Managed by LY&A | 500.00 | 12,500.00 | 3.49% | N/A – Amalgamated within main general grant aid & SLA budgets (N/C 5074-77) | N/A | N/A |
| Core Youth Funding **See Note 1** | 6,722.83 | 34,180.00 | 19.67% | 6,713.57 | 34,180.00 | 19.64% |
| Skatepark -General Running Costs - Excludes Reserves **See note 2** | 4,275.17 | 7,520.00 | 56.85% | 4,511.32 | 7,520.00 | 60.00% |
| External Youth Grant Funding from SGC etc  **See Note 3** | 6,780.69 | 37,771.92 | 17.98% | 6,200.87 | 25,935.27 | 23.90% |
| Jubilee Centre | 69,060.18 | 113,908.00 | 60.63% | 53,228.08 | 103,621 | 51.37% |
| Brook Way | 25,895.03 | 51,927.00 | 50.04% | 25,853.20 | 46,504 | 55.59% |
| Baileys Court | 56,207.16 | 101,678.00 | 55.28% | 65,928.79 | 101,904.00 | 64.70% |
| New Assets | 73,144.08 | 87,933.82 | 83.18% | 16,220.69 | 28,700.00 | 56.52% |
| Planned Assets  **See Note 4** | 39,131.38 | 36,856.38 | 106.17% | 20,233.54 | 31,185.87 | 64.88% |
| **Totals** | **756,691.86** | **1,201,022.12** | **63.00%** | **702,422.03** | **1,151,276.99** | **61.01%** |
| ***Note 1:*** *Core youth funding excludes the salary costs of The Youth Development and Participation Worker which is included within the main salary figures. Other youth worker salaries are covered by the core funding and external grant funding. Unspent funds at year end are not protected within the youth funding but are added to the main council year end surplus for re-distribution.* | | | | | | | |
| ***Note 2:*** *Skate Park general running costs is a developing budget as new contracts are established. Budgets and funds are transferred from the main youth core funding as and when required to cover any additional expenditures to ensure the overall approved youth budget is not exceeded.* | | | | | | | |
| ***Note 3:*** *At year end, any unspent external youth grant funding is rolled into the next years’ budget whilst all other unspent youth budgets will be added to the main year-end surplus for re-allocation by Council.* | | | | | | | |
| ***Note 4:***  *The Planned Assets are funded from earmarked reserve budgets and these expenditure levels are expected to be 100% when all transfers and budget adjustments have been processed within the accounts. The current % figure is not an overspend as the earmarked reserve transfer was implemented in the following January.* | | | | | | | |

**Notification of Budget Movements for 2023/24**

The above information includes budget changes as detailed below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nom Code** | **Description** | **Old Budget £** | **New Budget £** | **Details** |
| 5085 | Firework Display | 11,680.00 | 10,500.00 | Reallocate part of the unspent budget to Reimburse All Sites Refurbishment Reserve N/C 3012 following kitchen projects at BC but leave £1K balance for possible future firework event assets e.g. fencing |
| 5086 | Election Costs | 4,000.00 | 28,823.79 | Transfer from Earmarked reserves to cover May 23 election costs from SGC |
| 5087 | Community Events | 16,780.00 | 3,600.00 | Remaining unspent budget for reallocation - Reimburse All Sites Refurbishment Reserve N/C 3012 following kitchen projects at BC |
| 5092 | Bradley Stoke in Bloom | 0.00 | 500.00 | Transfer from reserves N/C 3017. Approved by June LY&A |
| 9022 | Street Furniture | 2,500.00 | 5,800.00 | Transfer from reserves. Approved by October 23 Council to cover secure cycle container at JC |
| 9037 | Baileys Court New Building Work | 5,815.44 | 16,915.87 | Transfer from reserves. Approved by July 23 Finance to cover 2 new kitchens in Cherry and Elm Rooms from N/C 3012 |
| 3012 | All Sites Refurbishment Reserve | 144,184.56 | 147,444.13 | £11,100.43 Transfer out to N/C 9037 to cover cost of 2 kitchen installations at BC + £13,180 transferred in from N/C 5087 & £1,180 from N/C 5085 to reimburse budget = +£3259.57 |
| 3017 | Bradley Stoke in Bloom Reserve | 1,236.13 | 736.13 | Reserves Transfer to N/C 5092 to costs |
| 3019 | Street Furniture Reserve | 18,000.00 | 14,700.00 | Reserve transfer to cover secure cycle container N/C 9022 |
| 3087 | Election Reserve | 40,000.00 | 15,176.21 | Reserve transfer to cover May 23 election costs from SGC - N/C 5086 |
|  | **Totals** | **£ 244,196.13** | **£ 244,196.13** |  |

Following discussion, Councillor Dayley Lawrence proposed the expenditure budget changes as detailed above, seconded by Councillor Natalie Field, carried unanimously.

**EXPENDITURE SUMMARY**

Expenditure continues to be in a very strong position across most sectors at this stage of the financial year and the overall position currently stands at 61.01% of budget (excluding reserves), which is below budget when assuming that 67% would be utilised for the period to April – November 2023.

The only sector which is slightly above expected levels is the salaries including pensions and National Insurance, however this was impacted by the recent NJC pay agreement which was influenced by the recent high rates of inflation and was back dated to 1st April 2023. This will be monitored through the remainder of the year.

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

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

At the November meeting, Council agreed the 1st Budget draft which was also based upon projected tax base figures provided by South Gloucestershire Council in December 2022.

South Gloucestershire. Council (SGC) has now confirmed the tax base figure for 2024/25 and indicative figures for subsequent years which will appear in the 3rd Budget Draft.

The latest 2024/25 indicative figure is unlikely to change and shows a 2.47% reduction in the expected tax base when compared to the previous projection provided last year and as detailed below, which will adversely impact income within the Forward Plan for 2024/25.

The previously projected figures from SGC for the following 2 years have also been reduced by the same 2.47% to try and give a more realistic estimated forward view pending formal confirmation of the figures from SGC.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Financial Year | 1st Draft Tax Base Projection as Provided by SGC - Dec 2022 | Indicative Provisional  Tax Base for 2024/25 Provided by SGC + reduced projections based upon 2.47% drop | 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 | 7102 | -180 | £118.11 | -£21,259.80 | -£21,049.20 |
| 2026/27 | 7428 | 7245 | -183 | £118.70 | -£21,722.10 | -£21,400.02 |
| 2027/28 | 7428 | 7245 | -183 | £119.29 | -£21,830.07 | -£21,400.02 |
|  |  | **Total Tax Base change over 4**  **year period** | **-722** | **Total Decrease Over 4 Years** | **-£85,495.49** | **-£84,430.68** |

These new figures have decreased the precept income within the Forward Plan by a huge £84K + in respect of the 4-year period to 31/3/28 based upon An annual precept increase of 0% - 0.5%.

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

**2024/25 – RECOMMENDED BUDGET CHANGES**

The circulated 2024/25 – 2nd Budget Draft and Forward Plan highlights the latest approved budget changes following the November 2023 Council meeting changes recommended within the Income/Expenditure Against Budgets Report reviewed in the last agenda item.

New 2024/25 budgets to be considered by the Finance Committee are detailed below and have already been incorporated within the 2nd budget draft. They are highlighted in blue within the Forward Plan schedule.

**2024/25 INCOME - BUDGET CHANGES**

No budget changes are recommended at this stage although hire income may be reviewed within the 3rd budget draft following the hire charge review in January.

**2024/25 GENERAL EXPENDITURE – RECOMMENDED BUDGET CHANGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Description** | **1st Draft Budget** | **New 2nd Draft Budget** | **Details** |
| 5013 | Subscriptions | £4,655.60 | £4,491.00 | Reduction based upon actual current subscriptions including NALC/ALCA confirmed for 2024/25 = £2,491. |
| 5032 | Office Phone/ Broadband | £2,000.00 | £4,020.00 | Restore budget to original level following new contract including soft phones and recent upgraded router with 4G additional to original contract + 9 mobile phones estimated @ £160 p/m- **(previous decrease to £2K was incorrect).** |
| 5036 | Hygiene Disposal  (inc. dog bins) | £8,683.00 | £8,671.00 | SGC empty 33 dog bins + 10 additional empties – 24/25 cost confirmed @ £8,371.23 + PHS Sanitact units in office - £50 + additional hygiene collections etc estimated £250. |
|  | **TOTALS** | **£15,338.60** | **£17,182.00** | **Difference = +£1843.40** |

Following discussion, Councillor Dayley Lawrence proposed the 2024/25 budget changes as detailed above, seconded by Councillor Dave Addison, carried unanimously.

**REVIEW OF RESERVES FOR 2024/25**

November Council recently chose to review the Earmarked Reserves which are detailed within the Forward Plan on the final pages 20 – 23. The following inactive budgets do need to be reviewed and no changes have been made within the Forward Plan -2nd Budget Draft pending Council’s decision.

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominal Code** | **Reserve Description** | **2023/24 Budget** | **Details** |
| 3015 | All Sites CCTV Cameras Reserve | £5,000.00 | This budget can probably be removed as all the CCTV cameras have recently been replaced and any additional cameras will be taken from other budgets - **Remove** |
| 3018 | Online Payment System Reserve | £2,500.00 | Retain this budget as very recently, a possible online booking system which offers flexibility and integrates with Sage, has been identified. This will be looked at in more detail in 2024. **Retain** |
| 3020 | Ground Maintenance Equipment Reserve | £6,500 | This is another back up budget to cover the equipment used on the bowls green & cricket field at Baileys Court as Council own and are responsible for a roller, sit on mower and irrigation system etc. **Retain** |
| 3082 | Green Resources – All Sites Reserve | £50,000.00 | This budget was increased to the current level in June 23 from the 22/23 year end surplus and is held in readiness for when government solar panel grants re-open. This can be reallocated at a later date if the grants do not materialise. **Retain** |
| 3086 | JC – Hardcourt Paint Resurface Reserve | £8,500.00 | The hard courts need to be resurfaced every 5 – 10 years depending upon weather and usage. This reserve ensures this can be carried out at short notice and takes the burden off the ground maintenance budget as funds may be needed to repair the grass pitches etc. **Retain** |

Following discussion, Councillor Jon Williams proposed the recommendations in the Review of 2024/25 Reserves as detailed above, seconded by Councillor Dayley Lawrence, carried unanimously.

In addition, the following budget changes are recommended within the reserves.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nominal Code** | **Reserve Description** | **2023/24 Budget** | **2024/25 Budget** | **Details** |
| 3010 | Projector/Flip Chart/ Screen Replacements | £2,039.00 | £1,000.00 | The income from projectors and flip charts has proven to be profitable and therefore this reserve can be reduced as a backup budget with other budgets being available for replacements eg. site equipment budgets (N/C 9030 – 9032) |
| 3012 | All Sites Refurbishment Project | £147,444.13 | £150,000.00 | Continue to restore the reserve to its original level after the cost of 2 kitchens at Baileys Court Activity Centre were funded from this reserve and previous to that, the CCTV cameras from all sites were funded. This level is aimed to cover major unexpected events such as a new roof etc. |
| 3087 | Election Reserve | £15,176.21 | £20,000.00 | Following the May 23 election cost of £28,823.29 -restore reserve to an estimated £35K over 4 years to cover the next council election in 2027 and allowing a small margin for possible bi-elections together with N/C 5086 which holds £7K p/a |
| 3089 | Future Budget Reserve | £237,579.79 | £118,000 | This budget is aimed at supporting the precept for future years to avoid volatile precept levels. This reserve changes depending upon the final income/precept position and year end position. This will be fully utilised by 31/3/26 based upon the current Forward plan |
| **Total** | | **£402,239.13** | **£289,000** | **Difference = -£113,239.13** |

All other reserves are required for ongoing projects and/or are active.

Following discussion, Councillor Dayley Lawrence proposed the Reserve Budget changes as detailed above, seconded by Councillor Natalie Field, carried unanimously.

Following further discussion, Councillor Natalie Field proposed that, over the next five months, the Strategic Plan projects are costed up, seconded by Councillor Dayley Lawrence, carried unanimously.

**PRECEPT – ITEMS FOR CONSIDERATIONS**

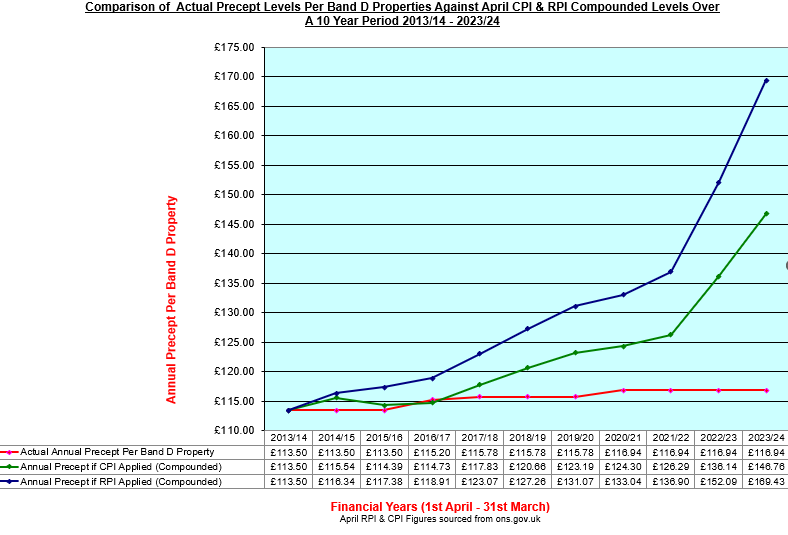
1. **INFLATION**

Council’s Forward Plan for the 1st budget and precept projections were based upon an annual 0.5% precept increase over the term which was originally based upon 50% the average CPI levels which existed prior to October 2020. The position concerning inflation has since changed drastically, as detailed below, which will obviously impact future running costs and should therefore be taken into consideration.

Future Forward Plans will therefore apply a 0% precept per Band D Property increase for the projected future years to better illustrate the longer term impact of any increase for 2024/25.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual % CPI & RPI Change** | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  | |
| **Date** | **CPI** | **RPI** |  | **Date** | **CPI** | **RPI** |  | **Date** | **CPI** | **RPI** | |
| 2022 APR | 7.8 | 11.1 | 2022 OCT | 9.6 | 14.2 | 2023 MAY | 7.9 | 11.3 | |
| 2022 MAY | 7.9 | 11.7 | 2022 NOV | 9.3 | 14.0 | 2023 JUN | 7.3 | 10.7 | |
| 2022 JUN | 8.2 | 11.8 | 2022 DEC | 9.2 | 13.4 | 2023 JUL | 6.4 | 9.0 | |
| 2022 JUL | 8.8 | 12.3 | 2023 JAN | 8.8 | 13.4 | 2023 AUG | 6.3 | 9.1 | |
| 2022 AUG | 8.6 | 12.3 | 2023 FEB | 9.2 | 13.8 | 2023 SEP | 6.3 | 8.9 | |
| 2022 SEP | 8.8 | 12.6 | 2023 MAR | 8.9 | 13.5 | 2023 OCT | 4.7 | 6.1 | |
|  |  |  | 2023 APR | 7.8 | 11.4 |  |  |  | |

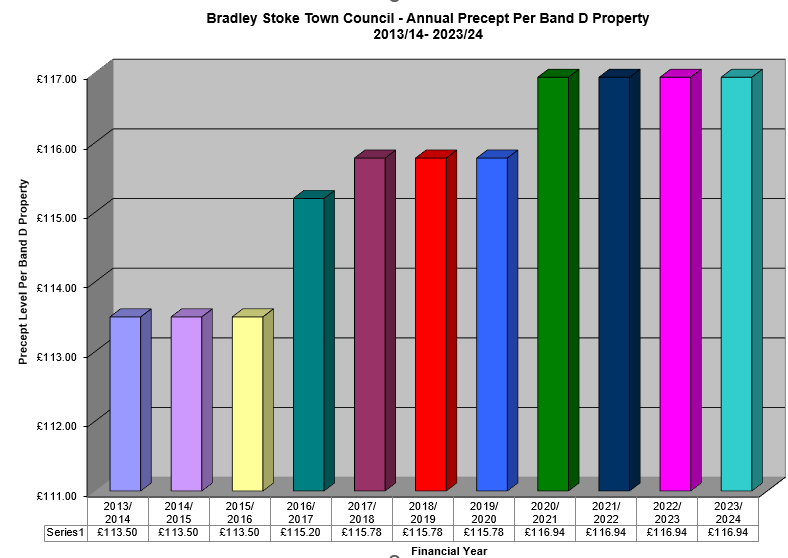
To put the impact of inflation into perspective, please also refer to the graph below which shows the compounded impact of the annual CPI and RPI levels when compared to the approved precept levels per Band D properties since 2013/14.



The above graph clearly shows the precept for 2023/24 would be £146.76 per Band D property had council applied the annual CPI increases for April each year since 2013/14 as opposed to the current precept of £116.94 per Band D Property for 2023/24. The precept would have been £169.43 had the RPI increases been applied.

**PRECEPT HISTORY**

The graph below shows the history of the precept since 2013/14 and clearly shows the years when the precept was frozen.



1. **CURRENT 2023/24 PRECEPT & COMPARISON WITH OTHER SURROUNDING AREAS**

Below is shown a comparison of the current precepts per Band D properties which shows that Bradley Stoke Town Council is currently well placed when compared to that of other well established comparable town and parish councils.

|  |  |  |  |
| --- | --- | --- | --- |
| **Town/Parish** | **2023/24 Tax Base** | **2023/24 Total Annual Precept** | **Precept per Band D** |
| Almondsbury | 2364 | £270,040 | £114.23 |
| Alveston | 1367 | £63,310 | £46.31 |
| Bradley Stoke | 6979 | £816,125 | £116.94 |
| Charlton Hayes | 1872 | £65,700 | £35.10 |
| Emersons Green | 6956 | £306,000 | £43.99 |
| Filton | 3154 | £986,694 | £312.83 |
| Patchway | 2332 | £540,271 | £231.68 |
| Stoke Gifford | 4442 | £345,000 | £77,67 |
| Stoke Lodge & The Common | 716 | £60,996 | £85.19 |
| Stoke Park & Cheswick | 1720 | £66,700 | £38.78 |
| Thornbury | 5754 | £898,894 | £156.22 |
| Winterbourne | 4168 | £189,050 | £45.36 |
| Yate | 8307 | £1,668,251 | £200.82 |

1. **PRECEPT OPTIONS**

November Council approved the following for the 2nd Budget Draft:

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

The various precept options and the longer-term impact are summarised below and please also refer to the Forward Plan Schedules which was circulated and show the projected year end positions over a 4-year period.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Schedule Ref | Precept % Increase for 2024/25 | Current Annual Precept Per Band D property | Projected 2024/25 Annual Precept Per Band D Property | Actual Annual Increase Per Band D Property | Precept based upon provisional 2024/25 indicative tax base of 6957  per Band D Property | Projected 2024/25 Year End Position @ 31st March 2025 | Projected Position @ 31st March 2028 |
| A | 0.00% | £116.94 | £116.94 | £0.00 | £813,552 | £70,947 | -£323,733 |
| B | 0.50% | £116.94 | £117.52 | £0.58 | £817,587 | £74,982 | -£307,176 |
| C | 1.00% | £116.94 | £118.11 | £1.17 | £821,692 | £79,086 | -£290,333 |
| D | 2.50% | £116.94 | £119.86 | £2.92 | £833,866 | £91,261 | -£240,376 |
| E | 5.00% | £116.94 | £122.79 | £5.85 | £854,250 | £111,645 | -£156,733 |
| F | 7.50% | £116.94 | £125.71 | £8.77 | £874,564 | £131,960 | -£73,376 |
| G | 10.00% | £116.94 | £128.63 | £11.69 | £894,879 | £152,274 | £9,982 |

***Note:*** *Council should bear in mind that a 0.0% precept increase has been applied for the remaining years (2025/26 – 2027/28) within the Forward Plan for the projected position @ 31st March 2028. The 5th Year 2028/29 has not been added at this stage.*

The information provided within the above schedule assumes that all budgets are achieved or utilised and the current position indicates that expenditure is below budgeted levels and a larger than predicted year end surplus may be expected @ 31st March 2024, which could be used to fund some of the projects under consideration and support the precept for the longer term.

**It should also be noted that although town and parish councils are not officially capped when setting the precept, normally the Government has the power to impose a local referendum for increases that are deemed to be excessive.**

Councillors noted the Precept information.

**8.3 Review Bond Re-Investments**

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

**Investment Review – December 2023**

The main investments were reviewed by the Finance Committee on 27th September 2023.

In addition, Council approved the current Investment & Strategy Policy on 20th September 2023 which included an investment limitation of 1 year for fixed rate investments. This influences the reinvestment options of the United Trust Bank and Cambridge & Counties Bank bonds which are due to mature over the next month.

**United Trust Bank - Council currently holds:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INVESTMENTS** | **Current Balance** | **Annual Interest** | **Maturity** |  |
| United Trust Bank 1 Year Fixed Business Bond – 3.5% maturing 28/12/23 | £53,745.48 | £1,881.09 | £55,626.57 |  |
| United Trust Bank 1 Year Fixed Business Bond – 5.01% maturing 4/10/24 | £100,000.00 | £5,023.73 | £105,023.73 |  |

The next bond is due to mature on the 28th December 2023 and the actual reinvestment rate will not be advised until the 14th December 2023, however, reinvestment yields are always offered at a preferential rate and the RFO has been advised by United Trust Bank this currently is in the region of 5% as opposed to the advertised 4.90% being offered to new investors.

The actual reinvestment rate will not be formerly known until the figures are released however research via Moneyfacts shows the current reinvestment rate of 5% for a 1-year fixed rate bond falls within the top 3 yields available to non-profit making organisations such as a council.

Other than Cambridge & Counties Bank, the only other provider currently offering a higher yield of 5.52% for a 1-year bond is Metro Bank although this is poorly rated by Fitch Ratings at a level B and is therefore not recommended as a secure investment option.

In addition, the current high yielding Business Fixed Rate Term Deposit Accounts from Lloyds Bank or the Bank of Scotland, both of which currently offer 5.08%, unfortunately exceed the 1-year maximum investment period stated within our agreed Investment & Strategy Policy. These investments are therefore unsuitable.

**Recommendation**

**Reinvest £55,626.57 with United Trust Bank at the preferential rate to be advised after 14th December 2023 as this provider is well researched, secure and offers attractive yields within the market as stated within the full investment review in September 2023. The actual reinvestment rate will be advised at the meeting on 20th December 2023.**

**Cambridge & Counties Bank -** Council currently holds:

|  |  |  |  |
| --- | --- | --- | --- |
| **INVESTMENTS** | **Current Balance** | **Annual Interest** | **Maturity** |
| **Business Bond**  Cambridge & Counties 1-Year Business Bond - 3.8% -  **maturing 11/1/24** | £81,971.55 | £3,114.92 | £85,084.47 |
| **Notice Account**  Cambridge & Counties 180 Day Notice A/C - Interest added monthly at month end | £84,600.66 | Variable Currently 4.3% AER wef 27/9/23 | N/A |

**Bond Review**

The next bond is due to mature on the 11th January 2023 and the actual reinvestment rate will not be advised until the 28th December 2023, however, reinvestment yields are always offered at a preferential rate. Current standard rates advertised by Cambridge & Counties Bank for a 1-year fixed rate bond is 5.2% which is the highest yield offered by a suitable provider for non-profit making organisations at this time (excluding Metro Bank). This is substantiated by Moneyfacts.

**Recommendation**

**Reinvest £85,084.47 with Cambridge & Counties Bank at the preferential rate to be advised after 28th December 2023 as this provider is well researched, secure and offers attractive yields within the market as stated within the full investment review in September 2023.**

**Chairs of Council can be contacted by email on the 3rd – 4th January 2024 if the reinvestment yield drops below 5% and another provider is then recommended. A final email decision can be made which will be very time limited and a majority decision based upon responses will be followed. The reinvestment will proceed without notification if the yield is 5% or above or another suitable provider offering a higher yield cannot be found if the reinvestment rate drops below 5%.**

**Notice Account Review**

The statement provided to the Finance Committee in September 2023 remains valid:

*The Cambridge & Counties 180 Day Notice Account currently offers a good rate of return at 4.3% and again these accounts have reached the finals of the best notice accounts with Moneyfacts. The account falls within the higher yielding notice accounts although other providers are in the process of offering similar yields with a shorter notice period although most of these providers have lower customer service reviews and financial ratings*.

**Recommendation**

**Retain the 180 Day Notice Account for the current period as it offers attractive yields, access within 6 months instead of a year and is well placed to take advantage of fluctuating interest rates. Alternative emerging accounts will be monitored.**

**CCLA Local Authorities Property Fund**

|  |  |  |
| --- | --- | --- |
| **LONGER TERM INVESTMENT** | **Current Sale Value** | **Latest 1/4ly Dividend** |
| CCLA Local Authorities Property Trust - 18,640 units purchased 2018 @ £60K – To be held for 5+ years | £51,839.70 | £697.94 |
|  | Based upon the 31/10/23 bid price (sale price) @ 278.11p per unit, the current sale value is £52,633.37  **Current capital depreciation = £8,160.30** | Based upon 3.744p per unit (after costs) paid 31/10/23 for 1/4ly period to 30/9/23. Current Dividend yield based on Net Asset Value (mid- price) – the yield @ 31/10/23 **= 4.7%** |

**CCLA Review**

The statement provided to the Finance Committee in September 2023 remains valid:

*The investment continues to offer an attractive yield although the unit price has not performed well recently during a very difficult period. The investment has now been held for 5 years and currently shows a capital loss as prices fluctuate linked to the market conditions. This investment still aligns with the current Investment Strategy and Policy which was last approved in November 2022 although it carries greater exposure to risk than council’s other investments.*

*This investment was risk assessed at the point of purchase and still offers an attractive yield in addition to the fact that this investment has the unusual benefit of being maintained within the accounts at its original purchase cost as a long-term investment rather than having varying valuations which impacts the balance sheet and profit and loss figures which applies to other investments.*

* *Based upon current capital loss and the fact the fluctuating value does not impact the accounts, the recommendation is* *to retain the investment for a longer-term awaiting an improvement in the property market before any sale is considered. The current yield still offers an attractive income during this period. Review in November/December 2023 on the basis that a sale may be considered during less volatile periods.*

**Update**

The fund currently has £1,157.7m invested which illustrates it is still a strong long-term investment although this has dropped over the last year. Despite this, the investment still provides a good yield and diversification with risk assessed exposure to a riskier market within Council’s investments.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| End of | Oct-  23 | Sep-  23 | Aug –  23 | Jul-  23 | Jun-  23 | May –  23 | Apr-  23 | Mar - 23 | Feb - 23 | Jan –  23 | Dec -22 | Nov - 22 |
| Offer Price p | 301.55 | 303.70 | 304.20 | 306.18 | 307.30 | 308.72 | 307.60 | 307.73 | 308.97 | 310.32 | 313.79 | 325.51 |
| Net Asset Value p | 282.48 | 284.50 | 284.97 | 286.82 | 287.87 | 289.20 | 288.15 | 288.27 | 289.43 | 290.69 | 293.95 | 304.93 |
| Bid Price p | 278.11 | 280.09 | 280.55 | 282.37 | 283.41 | 284.71 | 283.68 | 283.80 | 284.95 | 286.19 | 289.39 | 300.21 |
| Dividend - Last 12 months p | 13.27 | 13.27 | 12.79 | 12.79 | 12.79 | 12.29 | 12.29 | 12.29 | 11.99 | 11.99 | 11.99 | 11.78 |
| Dividend Yield on NAV % | 4.7 | 4.66 | 4.49 | 4.46 | 4.44 | 4.25 | 4.26 | 4.26 | 4.14 | 4.12 | 4.08 | 3.86 |
| Fund Size £1m | 1157.70 | 1186.30 | 1188.20 | 1195.9 | 1200.5 | 1207.0 | 1202.7 | 1203.1 | 1208.0 | 1213.20 | 1226.8 | 1272.6 |

**Recommendation**

**The previous recommendation still applies to retain the investment for a longer-term awaiting an improvement in the property market before any sale is considered as capital performance may improve in the future when inflation rates drop as this will feed into mortgage rates and should improve performance within the property sector. The capital position and size of the fund will be kept under review.**

**Note**:

If Council did decide to sell the investment, it should be noted that a 90-day notice period to redeem was introduced in 2020 which was first reported to October Finance 2020 and has been included in all subsequent reports. The 90-day period to sell the investment commences on the day that CCLA receive the redemption request and then the sale will be processed on the first trading day after the 90 calendar days have passed. The trading day falls upon the last day of each month. This was introduced to reduce price volatility as property is not liquid asset.

Following discussion, Councillor Natalie Field proposed acceptance of all officer recommendations for United Trust Bank, Cambridge & Counties Bank and CCLA, as detailed above, seconded by Councillor Dayley Lawrence, carried unanimously.

**8.4 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 Natalie Field, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | | | | | | | | | | | |
|  | **DIRECT DEBIT PAYMENTS 14.11.2023-11.12.2023** | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | |  | |  | |  | |
| **Tran No.** | **Date** |  | **A/C Ref** | | **Inv Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | | | **Gross Amount** | | | | **Payment Date** | |
| 88557 | 05/11/2023 | | TOTALGAS | | 3007449841 | JC - Electricity Charge - Oct'23 | | | 542.43 | | 108.48 | | | 650.91 | | | | 21.11.2023 | |
| 88874 | 08/11/2023 | | PIT001 | | BK405669 | Franking Machine - Refill | | | 200.00 | | 0.00 | | | 200.00 | | | | 16.11.2023 | |
| 88876 | 13/11/2023 | | VODAFONE | | 691566353018 | 9 Mobile Phone Networks - Oct'23 | | | 159.41 | | 31.88 | | | 191.29 | | | | 27.11.2023 | |
| 88882 | 09/11/2023 | | TOTALGAS | | 3007449863 | BC Electricity Charges - Oct'23 | | | 224.47 | | 44.89 | | | 269.36 | | | | 27.11.2023 | |
| 88883 | 09/11/2023 | | TOTALGAS | | 3007449852 | BW Electricity Charge - Oct'23 | | | 299.83 | | 59.97 | | | 359.80 | | | | 27.11.2023 | |
| 88885 | 31/10/2023 | | ADIMAGE1 | | 41244 | Printer Consumables Charge- Oct'23 | | | 264.61 | | 52.93 | | | 317.54 | | | | 08.12.2023 | |
| 88922 | 26/10/2023 | | BIFFA | | 472M12077 | JC - Overweight Container Charge 01.07-29.09.23 | | | 107.52 | | 21.50 | | | 129.02 | | | | 27.11.2023 | |
| 88923 | 31/10/2023 | | BIFFA | | 472C96182 | JC - Mixed Recycling Charge - Oct'23 | | | 36.80 | | 7.36 | | | 44.16 | | | | 04.12.2023 | |
| 88924 | 31/10/2023 | | BIFFA | | 472C96181 | JC - General Waste Collection - Oct'23 | | | 131.76 | | 26.35 | | | 158.11 | | | | 04.12.2023 | |
| 88925 | 31/10/2023 | | BIFFA | | 472C96180 | BW - Mixed Recycling Collection - Oct'23 | | | 36.80 | | 7.36 | | | 44.16 | | | | 04.12.2023 | |
| 88926 | 31/10/2023 | | BIFFA | | 472C96179 | BW - General Waste Collection - Oct'23 | | | 217.56 | | 43.51 | | | 261.07 | | | | 04.12.2023 | |
| 88927 | 31/10/2023 | | BIFFA | | 472C96178 | BC - Mixed Glass Collection - Oct'23 | | | 28.40 | | 5.68 | | | 34.08 | | | | 04.12.2023 | |
| 88928 | 31/10/2023 | | BIFFA | | 472C96177 | BC - Mixed Recycling Collection - Oct'23 | | | 36.80 | | 7.36 | | | 44.16 | | | | 04.12.2023 | |
| 88929 | 31/10/2023 | | BIFFA | | 472C96176 | BC - General Waste Collection - Oct'23 | | | 146.06 | | 29.21 | | | 175.27 | | | | 04.12.2023 | |
| 88955 | 01/11/2023 | | SAGE001 | | INV178333550 | Sage Accounts & Payroll - Nov'23 | | | 357.83 | | 71.57 | | | 429.40 | | | | 16.11.2023 | |
| 88970 | 01/12/2023 | | INTY001 | | INV00651881 | Email Charges - Nov'23 | | | 169.94 | | 33.99 | | | 203.93 | | | | 08.12.2023 | |
| 88978 | 31/10/2023 | | MAINST | | 1101427 | JC - 1/4ly Line Rental 14.10-13.01.24 & Call Charges 30.10.23 | | | 43.51 | | 8.70 | | | 52.21 | | | | 14.11.2023 | |
| 88979 | 31/10/2023 | | MAINST | | 1101428 | JC - 1/4ly Broadband 14.10-01.11.23 | | | 18.74 | | 3.75 | | | 22.49 | | | | 14.11.2023 | |
| 88980 | 31/10/2023 | | MAINST | | 1101429 | BC - 1/4ly Line Rental 14.10-13.01.24 | | | 41.40 | | 8.28 | | | 49.68 | | | | 14.11.2023 | |
| 88981 | 31/10/2023 | | MAINST | | 1101430 | BC - 1/4ly Broadband 26.10-25.01.24 | | | 58.38 | | 11.68 | | | 70.06 | | | | 14.11.2023 | |
| 88982 | 31/10/2023 | | MAINST | | 1101431 | BW - 1/4ly Line Rental 14.10-13.01.24 | | | 41.40 | | 8.28 | | | 49.68 | | | | 14.11.2023 | |
| 88983 | 31/10/2023 | | MAINST | | 1101432 | BW - 1/4ly Broadband 26.10-25.01.24 | | | 58.38 | | 11.68 | | | 70.06 | | | | 14.11.2023 | |
| 88984 | 31/10/2023 | | MAINST | | 1101961 | Office - 1/4ly Phone System Maintenance 03.10-02.01.24 | | | 80.00 | | 16.00 | | | 96.00 | | | | 14.11.2023 | |
| 88985 | 31/10/2023 | | MAINST | | 1102432 | Office - Call Charges 31.08-29.01.23 | | | 3.05 | | 0.61 | | | 3.66 | | | | 14.11.2023 | |
| 88986 | 31/10/2023 | | MAINST | | 1103099 | Office - New Router & SOGEA 11.10-10.11.23 | | | 203.50 | | 40.70 | | | 244.20 | | | | 14.11.2023 | |
| 88987 | 31/10/2023 | | MAINST | | 1103100 | JC - SOGEA 11.10-10.11.23 | | | 33.50 | | 6.70 | | | 40.20 | | | | 14.11.2023 | |
| 88997 | 16/11/2023 | | PIT001 | | INVOICE OUTSTANDING | Franking Machine Refill - Nov'23 | | | 200.00 | | 0.00 | | | 200.00 | | | | 21.11.2023 | |
| 86185 | 03/04/2023 | | STGLO002 | | 66987325 | Office Rates 2023/24 | | | 1506.00 | | 0.00 | | | 1506.00 | | | | 08.12.2023 | |
| **Tran No.** | **Date** |  | **A/C Ref** | | **Inv Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | | | **Gross Amount** | | | | **Payment Date** | |
| 86186 | 03/04/2023 | | STGLO002 | | 61880400 | JC Rates 2023/24 | | | 886.00 | | 0.00 | | | 886.00 | | | | 08.12.2023 | |
| 86187 | 03/04/2023 | | STGLO002 | | 61972202 | BW Rates 2023/24 | | | 409.00 | | 0.00 | | | 409.00 | | | | 08.12.2023 | |
| 86188 | 03/04/2023 | | STGLO002 | | 62313704 | BC Rates 2023/24 | | | 936.00 | | 0.00 | | | 936.00 | | | | 08.12.2023 | |
|  | | | | | | | | **Totals** | | **7479.08** | | **668.42** | | | **8147.50** | | | |  | |
|  |  |  |  |  |  |  |  | |  | |  | |  |  | |  | |  | |
| **Transactions from Barclay Select Cards - November Statement - Paid by DD 04.12.2023** | | | | | | | | | | | | | | | | |  | |  | |
| **Tran No.** | **Date** |  | **A/C Ref** | | **Inv Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | | | **Gross Amount** | | | | **Payment Date** | |
| 88706 | 02/11/2023 | | BARCSEL | | 4SP | Fireworks - Food for Staff & Volunteers | | | 73.31 | | 0.00 | | | 73.31 | | | | 04.12.2023 | |
| 88715 | 02/11/2023 | | BARCSEL | | 8GB | Youth Session - Food Supplies | | | 22.75 | | 0.00 | | | 22.75 | | | | 04.12.2023 | |
| 88961 | 15/11/2023 | | BARCSEL | | 5SP | Fire Training - Vitalskills x2 Staff Members | | | 24.00 | | 4.80 | | | 28.80 | | | | 04.12.2023 | |
| 88962 | 20/11/2023 | | BARCSEL | | 5SP | Christmas Cards x40 | | | 14.52 | | 2.90 | | | 17.42 | | | | 04.12.2023 | |
| 88963 | 01/11/2023 | | BARCSEL | | 8JH | BC - Steel Fence Concrete x8 & Chippings x3 | | | 57.67 | | 11.53 | | | 69.20 | | | | 04.12.2023 | |
| 88964 | 27/10/2023 | | BARCSEL | | 8JH | JC - 2 x 4 Pack Batteries | | | 7.50 | | 1.50 | | | 9.00 | | | | 04.12.2023 | |
| 88965 | 09/11/2023 | | BARCSEL | | 10WD | BC - Dishwasher Tables & Cleaning Sprays | | | 14.13 | | 2.83 | | | 16.96 | | | | 04.12.2023 | |
| 88966 | 09/11/2023 | | BARCSEL | | 10WD | BC - Rented Pole Borer for New Fence by Bowls Green | | | 35.00 | | 7.00 | | | 42.00 | | | | 04.12.2023 | |
| 88967 | 14/11/2023 | | BARCSEL | | 10WD | Tools - Drill Bit Set & 1 x Drill Bit | | | 23.23 | | 4.64 | | | 27.87 | | | | 04.12.2023 | |
| 88968 | 25/11/2023 | | BARCSEL | | 10WD | BW - Combi Key Cabinet for Office | | | 32.48 | | 6.50 | | | 38.98 | | | | 04.12.2023 | |
| 88969 | 25/11/2023 | | BARCSEL | | 10WD | Tools - 1800 Piece Screw Set | | | 24.74 | | 4.95 | | | 29.69 | | | | 04.12.2023 | |
| 89054 | 14/11/2023 | | BARCSEL | | 9GB | Youth Sessions - Food Supplies & Hot Chocolate x4 | | | 28.45 | | 0.00 | | | 28.45 | | | | 04.12.2023 | |
| 89055 | 14/11/2023 | | BARCSEL | | 9GB | Youth Sessions - 1000 x Cups | | | 49.62 | | 9.92 | | | 59.54 | | | | 04.12.2023 | |
| 89056 | 16/11/2023 | | BARCSEL | | 9GB | Youth Sessions - Food Supplies & Hot Chocolate x4 | | | 30.11 | | 0.00 | | | 30.11 | | | | 04.12.2023 | |
| 89057 | 21/11/2023 | | BARCSEL | | 9GB | Youth Sessions - Food Supplies & Hot Chocolate x4 | | | 23.87 | | 0.00 | | | 23.87 | | | | 04.12.2023 | |
| 89058 | 23/11/2023 | | BARCSEL | | 9GB | Youth Sessions - Food Supplies | | | 16.25 | | 0.00 | | | 16.25 | | | | 04.12.2023 | |
| 89059 | 23/11/2023 | | BARCSEL | | 9GB | Bag For Life | | | 0.25 | | 0.05 | | | 0.30 | | | | 04.12.2023 | |
| 89070 | 20/11/2023 | | BARCSEL | | 10PF | Sage HR Package - Bolt Ons | | | 132.00 | | 26.40 | | | 158.40 | | | | 04.12.2023 | |
| 89071 | 24/11/2023 | | BARCSEL | | 10PF | Vehicle - Mini Sink for Van | | | 237.33 | | 47.47 | | | 284.80 | | | | 04.12.2023 | |
|  | | | | | | | | **Statement Total:** | | **847.21** | | **130.49** | | | **977.70** | | | |  | |
|  |  |  |  |  |  |  |  | |  | |  | |  |  | |  | |  | |
| **Tran No.** | **Date** | | **A/C Ref** | | **Inv Ref** | **Details** | | | **Net Amount** | | **Tax Amount** | | | **Gross Amount** | | | |  | |
| 89072 | 27/10/2023 | | BARCSEL | |  | Barclay Select Cashback - 10WD | | | 0.62 | | 0.00 | | | 0.62 | | | |  | |
| 89073 | 18/11/2023 | | BARCSEL | |  | Barclay Select Cashback - 10WD | | | 0.70 | | 0.00 | | | 0.70 | | | |  | |
|  | | | | | | | | **Total Paid:** | | | | | | | **976.38** | | | |  | |

**8.5 To approve Bills for payment**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | | | | | |
| **MONTHLY EXPENDITURE - 20th December 2023 - Finance** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **SALARIES** | | | | | | | | | | | | **Net Amount** | |
| 15/12/2023 | December Net Salaries Via Payflow | | | | | | | | | | 29,676.47 | |
|  |  |  |  | |  |  |  |  | |  | | |
| **SUPPLIERS** | | | | | | | | | | | | | |
|  | 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 | | | | 683.33 | | 136.66 | | 819.99 | | |
| 01/04/2023 | 1370 | BW - Building Maintenance 1/4/23 - 31/3/24 | | | | 370.83 | | 74.16 | | 444.99 | | |
| 01/04/2023 | 1370 | JC - Building Maintenance 1/4/23 - 31/3/24 | | | | 333.33 | | 66.67 | | 400.00 | | |
| 01/04/2023 | 1370 | Office - Building Maintenance 1/4/23 - 31/3/24 | | | | 125.00 | | 25.00 | | 150.00 | | |
| 01/04/2023 | 1370 | JC CR - Building Maintenance 1/4/23 - 31/3/24 | | | | 320.83 | | 64.17 | | 385.00 | | |
| 01/04/2023 | 1370 | Skate Park - Building Maintenance 1/4/23 - 31/3/24 | | | | 79.16 | | 15.83 | | 94.99 | | |
|  | | | | **Account Totals:** | | 1912.48 | | 382.49 | | 2294.97 | | |
|  | AMBIENCE LANDSCAPES LTD | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 30/11/2023 | 20443 | Street Maintenance - Nov 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** | | |
| 30/11/2023 | SI-822345 | BC - Bowls Green Maintenance - Nov 23 | | | | 533.83 | | 106.77 | | 640.60 | | |
|  | | | | **Account Totals:** | | 533.83 | | 106.77 | | 640.60 | | |
|  | BATH & NORTH EAST SOMERSET COUNCIL | | | | |  |  |  | |  | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 06/12/2023 | Dec Salary | Dec 23 - Pension | | | | 7731.84 | | 0.00 | | 7731.84 | | |
| 06/12/2023 |  | Dec 23 - Pension Deficit Refund | | | | -525.00 | | 0.00 | | -525.00 | | |
|  | | | | **Account Totals:** | | 7206.84 | | 0.00 | | 7206.84 | | |
|  | MATTERS MAGAZINES | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 14/03/2023 | 22/2992 | 2023/24 - Annual advertising - Paid Monthly | | | | 68.29 | | 12.46 | | 74.75 | | |
|  | | | | **Account Totals:** | | 62.29 | | 12.46 | | 74.75 | | |
|  | BS1 FIRE & SECURITY | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 01/12/2023 | SI19764 | Skate Park - Intruder , fire alarms + CCTV - Dec 23 | | | | 55.92 | | 11.18 | | 67.10 | | |
| 01/12/2023 | Awaited | Office - Intruder , fire alarms + CCTV - Dec 23 | | | | 56.45 | | 11.29 | | 67.74 | | |
| 01/12/2023 | Awaited | JC - Intruder , fire alarms + CCTV - Dec 23 | | | | 78.80 | | 15.76 | | 94.56 | | |
| 01/12/2023 | Awaited | BW- Intruder , fire alarms + CCTV - Dec 23 | | | | 87.54 | | 17.51 | | 105.05 | | |
| 01/12/2023 | Awaited | BC - Intruder , fire alarms + CCTV - Dec 23 | | | | 95.10 | | 19.02 | | 114.12 | | |
| 01/12/2023 | SI19500 | BW - Shutter Maintenance - Dec 23 | | | | 4.92 | | 0.98 | | 5.90 | | |
| 01/12/2023 | SI19500 | Office- Shutter Maintenance - Dec 23 | | | | 24.59 | | 4.92 | | 29.51 | | |
| 01/12/2023 | SI19500 | BC- Shutter Maintenance - Dec 23 | | | | 37.71 | | 7.54 | | 45.25 | | |
| 01/12/2023 | SI19500 | JC - Shutter Maintenance - Dec 23 | | | | 32.78 | | 6.56 | | 39.34 | | |
| 08/12/2023 | SI19812 | BC - Alarm Fault - Replace 3 x Devices | | | | 221.50 | | 44.30 | | 265.80 | | |
|  | | | | **Account Totals:** | | 695.31 | | 139.06 | | 834.37 | | |
|  | MR J BUDD |  |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 28/11/2023 | Nov/Dec | Office - Internal + external window clean - 13/11/23 | | | | 40.00 | | 0.00 | | 40.00 | | |
| 28/11/2023 | Nov/Dec | JC - Window Clean - 13/11/23 | | | | 65.00 | | 0.00 | | 65.00 | | |
| 28/11/2023 | Nov/Dec | BW - Window Clean - 27/11/23 | | | | 50.00 | | 0.00 | | 50.00 | | |
| 28/11/2023 | Nov/Dec | BC - Window Clean - 27/11/23 | | | | 60.00 | | 0.00 | | 60.00 | | |
|  | | | | **Account Totals:** | | 215.00 | | 0.00 | | 215.00 | | |
|  | CONCORD HOMECARE LIMITED | | | | | | | |  | | | |
| **Date** | **Ref** | **Details** | | | | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 30/11/2023 | CINV-600 | Office - Cleaning - Nov 23 | | | | 357.50 | | 71.50 | | 429.00 | | |
| 30/11/2023 | CINV-600 | JC - Cleaning - Nov 23 | | | | 858.00 | | 171.60 | | 1029.60 | | |
| 30/11/2023 | CINV-600 | BW - Cleaning - Nov 23 | | | | 715.00 | | 143.00 | | 858.00 | | |
| 30/11/2023 | CINV-600 | BC - Cleaning - Nov 23 | | | | 858.00 | | 171.60 | | 1029.60 | | |
| 30/11/2023 | CINV-600 | Skate Park - Cleaning - Nov 23 | | | | 143.00 | | 28.60 | | 171.60 | | |
| 30/11/2023 | CINV-600 | JC CR - Cleaning - Nov 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** | | |
| 04/12/2023 | BC112023 | BC - Cricket Wicket Maintenance - Nov 23 | | | | 745.83 | | 0.00 | | 745.83 | | |
|  | | | | **Account Totals:** | | 745.83 | | 0.00 | | 745.83 | | |
|  | Gary Woodland | | | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 30/11/2023 | INV201904209 | Youth Support - Tues Sessions - Oct/Nov 23 | | | | 309.64 | | 0.00 | | 309.64 | | |
| 30/11/2023 | INV201904210 | Youth Support - Thurs Sessions - Oct - Dec 23 | | | | 667.15 | | 0.00 | | 667.15 | | |
|  | | | | **Account Totals:** | | 976.79 | | 0.00 | | 976.79 | | |
|  | HMRC Cumbernauld | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 06/12/2023 | Dec Salary | Dec 23 - Tax/NI | | | | 10497.38 | | 0.00 | | 10497.38 | | |
|  | | | | **Account Totals:** | | 10497.38 | | 0.00 | | 10497.38 | | |
|  | KN Office Supplies Ltd | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 27/11/2023 | I28611 | Office - Stationery | | | | 103.28 | | 20.65 | | 123.93 | | |
| 27/11/2023 | I28611 | Warm Spaces - Milk pots | | | | 30.78 | | 0.00 | | 30.78 | | |
|  | | | | **Account Totals:** | | 134.06 | | 20.65 | | 154.71 | | |
|  | LOCK STUCK & BARRELS | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 05/12/2023 | 352158 | JC - Replace Jammed Lock on Youth Cupboard in Woodlands | | | | 120.00 | | 24.00 | | 144.00 | | |
|  | | | | **Account Totals:** | | 120.00 | | 24.00 | | 144.00 | | |
|  | Magic Cleaning Solutions Ltd | | | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 20/11/2023 | I16730 | Site Supplies - Toilet Rolls | | | | 46.95 | | 9.39 | | 56.34 | | |
| 05/12/2023 | I16933 | BC - Toilet Rolls & Hand Towels | | | | 46.45 | | 9.29 | | 55.74 | | |
| 05/12/2023 | I16932 | JC - Hand Towles, Toilet Rolls & Black Refuse Sacks | | | | 88.70 | | 17.74 | | 106.44 | | |
| 05/12/2023 | I16931 | BW - Hand Towels & Toilet Rolls | | | | 77.25 | | 15.45 | | 92.70 | | |
|  | | | | **Account Totals:** | | 259.35 | | 51.87 | | 311.22 | | |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | | |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 21/11/2023 | 211123 - Bradleystoke | Tech Vicinity - Skate Park - Install new CCTV system | | | | 10980.00 | | 2196.00 | | 13176.00 | | |
| 22/11/2023 | 1243 | Wotton Tree Consultancy - All Sites Tree Survey | | | | 1200.00 | | 240.00 | | 1440.00 | | |
|  | | | | **Account Totals:** | | 12180.00 | | 2436.00 | | 14616.00 | | |
|  | RE- ENERGIZE |  |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 30/11/2023 | 3936 | 2024 Community Festival - Management Fee - Nov 23 | | | | 1148.00 | | 0.00 | | 1148.00 | | |
|  | | | | **Account Totals:** | | 1148.00 | | 0.00 | | 1148.00 | | |
|  | SHRED-IT |  |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 06/12/2023 | 9506148258 | Office - Paper Shredding & Recycling | | | | 84.41 | | 16.88 | | 101.29 | | |
| 14/12/2023 | 9506159980 | Office - Final shredding and container collection | | | | 89.25 | | 17.85 | | 107.10 | | |
|  | | | | **Account Totals:** | | 173.66 | | 34.73 | | 208.39 | | |
|  | Snowberry Media Ltd | | | | | | | |  | | | |
| **Date** | **Ref** | **Details** | | | | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 14/12/2023 | 8163 | Public Works Notice re Leisure Equipment on Village Green | | | | 30.00 | | 0.00 | | 30.00 | | |
|  | | | | **Account Totals:** | | 30.00 | | 0.00 | | 30.00 | | |
|  | SOLTECH IT LTD | |  | |  |  |  |  | | | | |
| **Date** | **Ref** | **Details** |  | |  | **Net Amount** | | **Tax Amount** | | **Gross Amount** | | |
| 07/12/2023 | 25795 | IT Contract - 22/12/23 - 21/1/24 | | | | 150.00 | | 30.00 | | 180.00 | | |
|  | | | | **Account Totals:** | | 150.00 | | 30.00 | | 180.00 | | |
|  | | | | **Suppliers Totals:** | | **41602.69** | | **4150.40** | | **45753.09** | | |

9 Date and time of next meeting

Wednesday 24th January 2024 at 6.30pm

The Meeting closed at 8.30pm