##

## 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 24th January 2024 at 6.30pm.

**PRESENT:** Councillors: Aleena Aditya

Tom Aditya

Roger Avenin

John Bradbury

Frederic Contenot

Natalie Field

Jenny James

James Nelson

Ben Randles

Kulwinder Singh Sappal

Jon Williams (Chair)

Officers: Sharon Petela - Town Clerk

 Philip Francis – Deputy Town Clerk/Activity Centres Manager

 Nikki Rich – Booking Clerk & Finance Officer

1. **Submissions from the Public**
	1. Councillor Tom Aditya asked why the Union Flag was not currently flying on the flagpole at the Jubilee Centre. The Town Clerk explained it had been removed due to the extreme windy weather experienced recently.
	2. On behalf of Indian Community, Councillor Tom Aditya invited councillors to attend a flag-raising ceremony to be held at the Jubilee Centre to celebrate Indian Republic Day at 8.00am on 26th January 2024.
	3. Councillor Tom Aditya asked for the council to consider installation of some benches on Jubilee Green. Phil Francis, Activity Centres Manager/Deputy Town Clerk informed the meeting that many years ago there were benches on the green, but these were removed as there were complaints from local residents regarding anti-social behaviour around the benches (especially late at night). He also explained that quotes will be coming to Council in due course to replace all the rotten wood in the Beacon Playscheme and this would include replacement benches.

**2 Apologies for absence**

Apologies received from Councillors Dave Addison, Terri Cullen, Dayley Lawrence and Brian Mead and Rachel Pullen - Responsible Finance Officer/Finance Manager

**3 Declarations by Members**

None

**4 Announcements by the Chair**

 None

**5 To Confirm minutes of meeting held on 20th December 2023**

Minutes of the Finance Committee held on 20th December 2023 were proposed for acceptance by Councillor Tom Aditya, seconded by Councillor Ben Randles with the following amendments:

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

*……………. 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/C5015~~ N/C5016), seconded by Councillor Tom Aditya, carried unanimously.*

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

*……. Constants connect with high spec router, Wi-Fi Capabilities and 4G Back up = ~~£23.00~~ £32.00 per month. ~~£276~~ £384 per annum*

**8.3 Review Bond Re-Investments**

 ***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*** | *~~£81,791.55~~**£81,971.55* | *£3,114.92* | *~~£84,906.47~~**£85,084.47* |

***Recommendation***

***Reinvest ~~£84,906.47~~ £85,084.47 with Cambridge & Counties Bank ……………….***

A vote was taken, 10 in favour, 1 abstention, 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 20th December 2023**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Itemised Quotation** | **Unit Price** | **QTY** | **Price** |
| Soltech IT SaaS Backup Software Min 3 year contract  | we strongly recommend that any 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.  | £3.50 per month  | 12  | £42 per month  |

**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

**Itemised Quotation**

**Scope of works - Installation Charge Setup and Training for Multi Factor Authentication (MFA).**

MFA is highly recommended to help protect the data. This is recommended for anyone using Office 365.

**Total £600**

The Chair of Committee invited the representative (Gareth) from Soltech, the current Town Council IT service provider (who joined the meeting via Teams) to address the meeting.

A question and answer session then took place with the representative and councillors

Q. Why does the council need a separate back-up system to the one already provided by Microsoft?

A. There is a recommendation from Microsoft to use a separate third-party back-up system in case Microsoft is compromised. The back-up also covers emails, SharePoint and Teams.

Q. Is the third-party back-up server located in the UK?

A. Yes

Q. The last time a Microsoft system update happened, it was difficult to access emails etc. Is this likely to happen this time?

A. It is recommended to install the MFA which can stop hackers gaining access to emails etc. Nowadays, all new subscribers to Microsoft 365 have to use the MFA, it is not possible to opt out. Councillor Ben Randles reminded councillors about the recent phishing emails received which purportedly came from the Mayor. All government departments use MFA.

Q. Will there be a need to generate a new MFA code every time you log-on?

A. Not necessarily, it will mainly be necessary if you do something out of the ordinary (i.e. sign in from a new device) as the system will recognise changes to normal patterns.

Q. For councillors who sit on more than one parish council, will this cause a problem with accessing emails?

A. No as the system will store the information and will identify which emails etc. are being accessed. The face-to-face training session with the IT engineer will be able to explain all this and the IT helpdesk will also be able to assist with any ongoing issues.

Q. Which authenticator app is used?

A. Microsoft Authenticator which is available for Android or iPhone. The engineer will be able to assist with setting this up at the face-to-face training session.

Q. Councillors and staff who are already using MFA and are comfortable with how the system works will obviously not need to attend the training session. Is the £600 cost based on numbers attending?

A. Yes it is based on a whole day of training sessions, so if there are less people needing to attend and only a half-day training required, the cost will be reduced. Once the number of individuals needing assistance is established, the quote can be revised.

Q. Is this the same app that some of us use to access emails?

A. Yes

Q. Would all devices need to be covered?

A. Yes

Q. When would you anticipate the training taking place?

A. There is a six week lead-in time for the training by the engineer.

The Chair of Committee thanked the representative from the Town Council IT service provider for joining the meeting to answer councillors questions.

Following discussion, Councillor Natalie Field proposed that the Town Council accepts the quote for the back-up system as detailed above (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) plus the offer of MFA set-up and training (maximum of £600, but will be revised if less training sessions needed), seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 10 in favour, 1 against, proposal carried.

7 Matters within scope of Finance Committee

None

**8 Financial Matters**

**8.1 PHS Contract Update**

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

In August 2022 the council agreed to renew our contract with PHS due to no increase in their pricing from the previous years and being the cheapest of the 3 contractors listed at the time.

Extract from minutes below:

*“The contract for the above finishes on 15 September 2022 and is currently with PHS. They have advised that because we did not give them 90 days written notice they have auto enrolled us onto a further 3 year deal with the same prices as before. I did also speak to 2 separate contractors about this and below are the 3 quotes. Officer recommendation is to stay with current supplier.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Company*** | ***Women’s hygiene/ Toilets*** | ***Nappy disposal***  | ***Total Per year***  | ***Contract total***  |
| *PHS* | ***Office -***  *X1 = £16.20****Jubilee -****X8 = £129.60**Flowsaver x1 £81.64****Brook Way -****X4 = £64.80**Flowsaver x1 £81.64****Baileys Court -*** *X10 = £162**Flowsaver X2 £163.28* | ***Office*** *N/A****Jubilee****13 per year £184.60****Brook Way****13 per year £184.60****Baileys Court****13 per year £184.60* | *£1,252.96* | *£3758.88* |
| *Cathedral Hygiene* | *Showed round sites, no quote sent across* |  | *N/A* | *N/A* |
| *South West Hygiene* | ***Office -*** *X1 = £50****Jubilee -*** *X8 = £400**Flowsaver x1 £125****Brook Way -*** *X4 = £200**Flowsaver x1 £125****Baileys Court -*** *X10 = £400**Flowsaver X2 £480* | ***Office*** *N/A****Jubilee****13 per year* *£75****Brook Way****13 per year* *£75****Baileys Court****13 per year* *£75* | *£2,005* | *£6,015* |

*Following discussion, Councillor John Ashe proposed that BSTC remain with PHS for a further three years, seconded by Councillor Ben Randles. A vote was taken, 7 in favour, 1 against, proposal carried.*

Officers were asked to investigate the provision of free sanitary products for the female toilets and speak to local supermarket to see if they would be willing to sponsor such a scheme. A local supermarket agreed to supply free products and the scheme is up and running.

In late 2023 we received a letter stating that our prices were increasing which when queried PHS claimed that we had not been set into a 3 year fixed contract. We showed them emails and other bits from our previous contract manager who stated that our prices were the same but never sent across the contract. We have now signed a new 3 year fixed price contract with PHS under the following terms:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company** | **Women’s hygiene/ Toilets** | **Nappy disposal**  | **Total Per year**  | **Contract total**  |
| PHS | **Office -**  X1 = £17.64**Jubilee -**X8 = £141.12Flowsaver x1 £89.00**Brook Way -** X4 = £70.56Flowsaver x1 £89.00**Baileys Court -** X10 = £176.40Flowsaver X2 £178.00 | **Office -** N/A**Jubilee -** 13 per year £208.00**Brook Way -** 13 per year £208.00**Baileys Court -** 13 per year £208 | £1,385.72 | £4,157.16 |

The contract will expire on 18/12/2026 and we will give notice on 18/09/2026 to make sure a new deal is sought and contract supplied ahead of the contract start date.

 Councillors noted the update.

**8.2 Review of Bowls Club, Cricket Club, Scouts and Radio Leases for 2024/25**

The Town Clerk informed the meeting that Nikki Rich, Bookings Clerk & Finance Officer was deputising for Rachel Pullen, RFO/Finance Manager and would be able to assist with councillors questions on the following report:

 **Bowls, Cricket and Scouts**

It is that time of year again when the lease charges for the next financial year 2024/25 are reviewed and, in line with the Bowls, Cricket and Scouts leases, the next year’s annual charge increase is based upon the lower of the August and September CPI annual percentage change figures as issued by The Office of National Statistics although a 4% cap applies if the figures exceed this threshold.

The 2023 CPI figures are:

August = 6.7% September = 6.7%

As these exceed the 4% cap the following terms apply:

This rate will be applied annually (The lower of the August/September CPI figures), year on year, unless the CPI annual percentage change exceeds 4% in which case a 4% increase will be applied for that year or unless the CPI annual percentage change becomes a negative in which case a 0% increase will be applied for that year.

The arrangement will be reviewed every 4 years in order to ensure that both are content with the CPI system. Over and above this, both parties will enter negotiations if the 4% threshold is exceeded for more than 2 consecutive years during the prior 4 year period or if the circumstances of either BSBC or BSTC alter to an untenable level.

Based upon these figures, the 4% cap will be applied to each lease for 2024/25 for the 2nd time in a 4-year period and will need to be reviewed next year if the same applies.

The following uplifts will apply for 2024/25:

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **2023/24 Annual Lease** | **4% Annual Increase** |  **2024/25 Lease Charge**  |
| The Bowls Club | £6,140 | £246 | £6,386 |
| The Cricket Club | £5,703 | £229 | £5,932 |
| The Scouts  | £6,210 | £249 | £6,459 |

The organisations have been advised of these uplifts.

**Bradley Stoke Radio**

Unlike the other leases, the Radio agreement does not have an in-built mechanism to determine the annual charge and the lease history is detailed below as is their response.

The Radio commenced their lease on 19/12/11 and received free usage until 31/3/12 but commenced paying for their electricity usage in 2013 and have a separate meter to ensure charges are accurate.

|  |  |  |
| --- | --- | --- |
| **Year** | **Annual Lease** | **Notes** |
| 2012/13  | £300 | Agreed as a concessionary start up lease period.  |
| 2013/14  | £500 | Agreed pending the securing of an FM licence which was later obtained |
| 2014/15  | £700 | Agreed as it was expected to take another year to build advertising  |
| 2015/16  | £750 | Agreed as a nominal increase as previous funding streams had closed. |
| 2016/17  | £750 | Frozen due to funding difficulties.  |
| 2017/18 | £750 | Council chose to freeze the lease whilst the Radio offered £950 |
| 2018/19 | £750 | Council chose to freeze the lease whilst the Radio offered £950 |
| 2019/20 | £750 | Council chose to freeze the lease whilst the Radio offered £850 |
| 2020/21  | £850 | Agreed as a fair uplift following a period of frozen lease charges |
| 2021/22 | £850 | Council agreed to freeze the lease |
| 2022/23  | £850 | Council agreed to freeze the lease |
| 2023/24  | £884 | 4% increase in line with the above leases was imposed by Council |

**Response from the Radio**

*“We would like to kindly ask the council if they might consider a rent freeze this year. We don't ask this lightly, but we are mindful that we have a 6% increase on our licences to meet. This has been negotiated by the community radio association with PPL. Also, with the rising costs of utilities that we cover along with other costs, we will be keeping a close eye on our budget. Our basic all-in costs are in the region of 7-8k per annum and we work hard, as volunteers, to secure this funding from yourself (BSTC)and other sources.*

*Following the 4% rent increase last year and now the 6% increase in licence fees, it would help immensely if a freeze could be agreed. If an increase is necessary, we hope it can be kept to a nominal amount.”*

Councillors commented that all leaseholders need to be treated equally in respect of any lease increases. There is also a need to review all leases over the forthcoming year to ensure that they are standardised and fit for purpose.

Following discussion, Councillor Tom Aditya proposed that Bradley Stoke Radio be invited to apply for general grant funding if there is a shortfall in their finances over the forthcoming year, seconded by Councillor Natalie Field, carried unanimously.

Councillor Tom Aditya then proposed that a 4% increase in leases is applied across the board (Bradley Stoke Bowls Club, Bradley Stoke Cricket Club, 1st Bradley Stoke Scout Group and Bradley Stoke Radio), seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

**8.3 2024/25 Hire Charge Review**

The Town Clerk informed the meeting that once again, Nikki Rich, Bookings Clerk & Finance Officer would be able to assist with councillors questions on the following report:

 **HISTORY OF PREVIOUS DECISIONS**

|  |
| --- |
| Below is shown a summary of the historic annual hire charge reviews. |
|  |  |  |  |
| **Year** | **Room Hire** | **Sports Hire** | **Food Pitch** |
| **2009/10** | Frozen | Frozen | Frozen |
| **2010/11** | Frozen | Frozen | Frozen |
| **2011/12** | Frozen | Frozen | Frozen |
| **2012/13** | Frozen & new Non BS Community hire charge introduced.  | Frozen | Frozen |
| **2013/14** | Non BS Community 4% increase & all other levels 2% increase. | Frozen | 2% increase |
| **2014/15** | Non BS Community 4% increase and all other levels 1.5% increase but all storage frozen. | Frozen | Frozen |
| **2015/16** | Frozen but projector hire introduced at £15 per session | Frozen | 1.2% |
| **2016/17** | Room hire frozen accept Brook Way reduced and restructured, projector fee amended into ½ day sessions + Non Bradley Stoke Community rate increased by 1%  | Frozen | Frozen |
| **2017/18** | Room hire increased by 0.9% except non -community rate increased by 1.5%. Storage + projector etc frozen | Bowls + grass training frozen. Netball + 6 aside + lights increased by 0.9%. Football increased by 1.5%+ changing rooms by 0.9%. Tennis increased from £3.00 to £3.50 clubs to £4.00 and £3.70 for block bookings. | Increased by 0.9% |
| **2018/19** | Room hire increased by 2.9% except non- community rate increased by 3.1%. Cedar room charge adjusted to reflect size of room. Storage + projector etc frozen. Introduce minimum hire to 1 hour and subsequent hire to minimum 30 minute blocks  | Bowls + cricket frozen. Netball + 6 aside + lights frozen. Football + changing rooms frozen. Tennis increased from £3.00 to £3.50 clubs to £4.00 and £3.70 for block bookings. | Increased by 3.1% (Nov 17 CPI) |
| **2019/20** | Room hire increased by 2.2% being the October CPI annual % charge  Storage + projector etc frozen.  | Increase Standard tennis court hire (non-commercial) charges by 2.2% being the October 2018 CPI and apply an increase for to Clubs for Tutors (including block and one-off bookings) by 3.3% being the October 2018 RPI annual % change figureFreeze Bowls and grass training hire chargesIncrease netball and 5/6 aside hire 2.2% being the October 2018 CPI annual % charge figure and freeze flood light chargesIncrease football pitch hire charges by 2.2% being the October 2018 CPI annual charge figure but freeze changing room charges Increase Netball pitch hire charges by 2.2 % being the October 2018 CPI annual charge but freeze changing room chargesIntroduce an upfront non-refundable 10% holding charge for some hirers wishing to book rooms on a provisional basis for months to 1 year ahead. The charge will be non-refundable in the case of cancellations and this charge can be implemented at the discretion of the Booking and Finance Officers  | Increased by 2.2% (Oct 18 CPI) |
| **Year** | **Room Hire** | **Sports Hire** | **Food Pitch** |
| **2020/21** | Room Hire increased by 1.7 | 1.7% increase across Netball, Tennis, 6-a-side football hirer. Freeze on changing rooms and floodlights.2.1% increase on Tennis club hire & Tutor Bookings, including block bookers & one- off sessions.Introduced Pickleball in April, charged at the same rate as Tennis. | Increased by 1.7% rounded to nearest 5p |
| **2021/22** | Room hire charges were frozen.  | Revised charge for Pickleball end of April and came into effect 1st May 2021 - £2.00 per court per hour. | Food Van charges frozen |
| **2022/23** | Room Charges increased by 2% - Storage, screens and projector frozen | Tennis, netball, football pitch and cricket increased by 2.9% but floodlights, pickle ball, boot camp and changing rooms frozen. | Food Van charges increased by 2.9% but daily storage fee frozen |
| **2023/24** | Room hire charges were frozen.  | Sports hire charges were frozen.  | Charges frozen |

The schedule shows that hire charges have increased minimally over the last 15 years and the introduction of the Non-Bradley Stoke Community Rate in 2012/13, has worked very well. NHS and educational hires have continued to be major users this year which has helped support the income during restricted periods.

Most hire charges are very competitive when compared to those of other local providers. A summary of these charges was circulated at the meeting together with schedules detailing the hourly percentage increase of 1%, 2%, 3% and 4% for room charges and 4% for sports facilities.

**CPI & RPI FIGURES**

As a reference, the figures for the CPI & RPI All Items Annual Percentage Change for the period April 2022 to December 2023 (the latest available figure) are shown below as historically some increases have applied the CPI figure. It should be noted that as the rate of inflation has been extremely high over this period, a 4% cap has been applied for the cricket, scouts and bowls leases as itemised under agenda item 8.2. This should be borne in mind when making any decisions.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **CPI** | **RPI** |  | **Date** | **CPI** | **RPI** |   | **Date** | **CPI** | **RPI** |
| 2022 APR | 9 | 11.1 | 2022 OCT | 11.1 | 14.2 | 2023 MAY | 8.7 | 11.3 |
| 2022 MAY | 9.1 | 11.7 | 2022 NOV | 10.7 | 14 | 2023 JUN | 7.9 | 10.7 |
| 2022 JUN | 9.4 | 11.8 | 2022 DEC | 10.5 | 13.4 | 2023 JUL | 6.8 | 9 |
| 2022 JUL | 10.1 | 12.3 | 2023 JAN | 10.1 | 13.4 | 2023 AUG | 6.7 | 9.1 |
| 2022 AUG | 9.9 | 12.3 | 2023 FEB | 10.4 | 13.8 | 2023 SEP | 6.7 | 8.9 |
| 2022 SEP | 10.1 | 12.6 | 2023 MAR | 10.1 | 13.5 | 2023 OCT | 4.6 | 6.1 |
|  |  |  | 2023 APR | 8.7 | 11.4 | 2023 NOV | 3.9 | 5.3 |
|  |  |  |  |  |  |  |  | 2023 DEC | 4 | 5.2 |

These figures clearly shows inflation to be at the highest rate in over a decade and although it has fallen more recently, it is still above previous levels prior to 2022. This should be considered when making the future hire charge decisions.

**INCOME AGAINST EXPENDITURE POSITION FOR 3 ACTIVITY CENTRES**

The sites are non-profit making facilities as historically council chose to offer subsidised facilities to the community although the loss is reduced by council’s decision some years ago to ‘opt to tax’ which allows all the vat on expenditure (less the vat on income) to be reclaimed. This is available to local councils and applies for new building and installation projects on the specified sites and is only beneficial for loss making/subsidised public facilities.

The financial position over the previous 5 audited years for the direct day to day running costs and income are detailed below and shows the general running position (excluding staff salaries) which is funded by the precept:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Centre**  | **Financial Year** | **Audited Hire Income** | **Audited Expenditure (exc. Salaries & Assets)** | **Year End Position** |
| Jubilee Centre | 2018/19 | £68,503.71 | £77,510.32 | -£9,006.61 |
| 2019/20 | £53,669.67 | £77,122.70 | -£23,453.03 |
| 2020/21 | £23,131.45 | £74,659.93 | -£51,528.48 |
| 2021/22 | £52,611.82 | £76,235.11 | -£23,623.29 |
| 2022/23 | £57,726.85 | £93,198.90 | -£35,472.05 |
| Brook Way | 2018/19 | £13,802.06 | £38,988.47 | -£25,186.41 |
| 2019/20 | £21,272.92 | £42,571.71 | -£21,298.79 |
| 2020/21 | £7,353.44 | £34,767.43 | -£27,413.99 |
| 2021/22 | £16,995.74 | £35,042.07 | -£18,046.33 |
| 2022/23 | £18,853.66 | £34,671.48 | -£15,817.82 |
| Baileys Court | 2018/19 | £61,080.82 | £81,624.18 | -£20,543.36 |
| 2019/20 | £62,082.77 | £82,780.89 | -£20,698.12 |
| 2020/21 | £41,036.76 | £82,295.90 | -£41,259.14 |
| 2021/22 | £63,103.28 | £79,749.57 | -£16,646.29 |
| 2022/23 | £67,054.58 | £83,268.99 | -£16,214.41 |

The loss position of each site obviously will not be reversed by a new increase in the hire charges however, it has not been council’s historic aim to make these sites profit making as they are partly funded by the Precept to provide a subsidised facility for the community.

Any annual hire charge increases are aimed at maintaining an income position with prices comparative to, or below other local providers and to reduce the impact of some future inflationary pressures. These increases will also negate the need for later larger hikes as compound increases are more gradual.

It is not possible to confirm the exact impact of these changes as bookings constantly vary but it is felt that the proposed changes will not adversely affect future bookings as in the past some have felt that the hire charges were on the high side which has led to periods of charge freezing in the past, however the flexibility of bookings make our sites competitive with other venues that may only offer rooms on a 3 hour hire basis for example.

**HIRE CHARGE REVIEWS AND RECOMENDATIONS**

In view of the increasing general running costs, especially utilities, absorbed by Council an increase is advised and historically this has often been linked to the latest CPI figures which would be 4% based upon the December 2023 figures. Council may therefore wish to review an increase between 1 – 4%

1. **Room Hire Charges**

With the above inflationary pressures in mind and as room hire charges were frozen for 2023/24, it may be prudent to implement an increase for 2024/25 especially when bearing in mind the subsidised Cricket, Bowls and Scouts leases have just had 4% increase applied for 2024/25 based upon the agreed cap as the August and September 2023 CPI exceeded this level. In addition, the latest CPI figures for December 2023 shows 4% after inflation has recently reduced.

**Recommendations (All charges rounded to the nearest 20p):**

In view of the increasing general running costs absorbed by Council and the huge hike in utility costs, an increase of 1 – 4% for rooms should be considered. In addition a couple of new charges should be introduced following comments from the officers dealing with bookings.

Recommendations are detailed below:

* Room Hire – Apply 1% - 4% increase to all room hire (See schedule 2C & D for hourly increase)
* Bar Area – Freeze
* Kitchen - Introduce a new charge for all sites for ½ day (up to 4 hours) applying a 10% discount (rounded down) and full day (up to 8 hours) applying a 15% discount (rounded down).
* Jugs of Water & glasses – Introduce a new charge for jugs of water and glasses for up to 20 people for £2 for ½ day and £3.00 for a full day.

**Storage and Equipment Hire**

Charges appear to be acceptable and in line with the previous years – no increase is recommended for 2022/23 as shown below:

* Projector, screens etc – Freeze
* Storage Charges – Freeze but round up to the nearest £1
1. **Sports Hire Charges**

Tennis and Pickleball charges need to be rounded as these are usually paid in cash and the recommendations below will make it easier for the site to process.

**Recommendations (All charges rounded as detailed below):**

* Tennis (Adult & Youth) – increase from £3.75 to £4.00 per court per hour.
* Tennis (Clubs - Standard) – Increase from £4.40 to £4.50 per court per hour.
* Tennis (Clubs – Block bookers) – Increase from £3.95 to £4.10 per court per hour.
* Pickleball – increase from £2.00 to £2.50 per court per hour
* Netball (All) – increase in line with the December 2023 CPI – 4% rounded to the nearest 20p
* Aside hire (All) – increase in line with the December 2023 CPI – 4% rounded to the nearest 20p.
* Floodlights and changing rooms (All) - Freeze
* Football pitch hire (All) – increase by 4% (Dec 23 CPI) – rounded up to the nearest £1
* Cricket pitch hire (All) - increase by 4% (Dec 23 CPI) – rounded up to the nearest £1
* Bowls (All) – Freeze
* Village Green – Sports & boot camps – Freeze
1. **Food Van -**Refer to the hire charge history earlier in report.

**Recommendation:**

In line with the December 23 CPI and other cricket, bowls and scouts lease increases, apply a 4% increase to both the food pitch and annual storage fee as detailed below:

Food Van Pitch Hire

4% Weekly increase highlighted in yellow. The annual increase is £245.96 based upon trading 365 days p/a.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Daily hire charge** |  | **Daily hire charge with 4% uplift** |  |  |
| **Days of Hire p/w** | **£16.90** | **£22.25** |  | **£17.58** | **£23.14** | **Actual weekly Increase** |  |
| 1 |   | £22.25 | **Weekly Hire Charge** |   | £23.14 | £0.89 | **Weekly Hire Charge** |
| 2 |   | £44.50 |   | £46.28 | £1.78 |
| 3 |   | £66.75 |   | £69.42 | £2.67 |
| 4 |   | £89.00 |   | £92.56 | £3.56 |
| 5 | £84.50 |   | £87.88 |   | £3.38 |
| 6 | £101.40 |   | £105.46 |   | £4.06 |
| 7 | £118.30 |   | £123.03 |   | £4.73 |

Storage Fee for Trailer on Site Permanently

4% Annual increase highlighted in yellow. The annual increase is £74.26.

|  |  |  |  |
| --- | --- | --- | --- |
| **Term** | **2023/24 Storage Fee For trailer parked overnight on site**  | **4% Increase**  | **Actual Increase** |
| Daily | £5.10 | £5.30 | £0.20 |
| Weekly | £35.70 | £37.13 | £1.43 |
| Monthly  | £154.70 | £160.89 | £6.19 |
| Annually | £1,856.40 | £1,930.66 | £74.26 |

Total maximum total annual increase = £320.22 (equivalent to 88p per day over a year)

**SUMMARY OF RECOMMENDED CHANGES FOR 2024/25 HIRE CHARGES**

|  |  |  |
| --- | --- | --- |
|   | **Facility** | **Recommended Position** |
| 1 | Room Hire | Increase by 1 - 4% (rounding to the nearest 20p) |
| 2 | Bar Area  | Freeze |
| 3 | Kitchen | Introduce new 1/2 day charge (up to 4 hours) applying a 10% discount, rounded up to nearest 20p  |
| 4 | Kitchen | Introduce new full day charge (up to 8 hours) applying a 15% discount, rounded up to nearest 20p |
| 5 | Storage | Freeze main charge but round up to the nearest £1 |
| 6 | Projector/Screen | Freeze |
| 7 | Tennis (Adults/Youth) | Increase from £3.75 to £4.00 per court/per hour |
| 8 | Tennis (Clubs Standard) | Increase from £4.40 to £4.50 per court/per hour |
| 9 | Tennis (Block Bookers) | Increase from £3.95 to £4.10 per court/per hour |
| 10 | Pickle Ball  | Increase from £2.00 to £2.50 per court/per hour |
| 11 | Netball + Netball Clubs | Increase by 4% rounded to nearest 20p  |
| 12 | Football - Block bookers | Increase by 4% rounded up to nearest £1  |
| 13 | Cricket | Increase by 4% rounded up to nearest £1  |
| 14 | Bowls | Freeze |
| 15 | Village Green Sports Training | Freeze |
| 16 | Food Van | Increase pitch hire and trailer storage by 4% |
| 17 | Water Jugs | Introduce a new charge for jugs of water and glasses for up to 20 people for £2 for ½ day and £3.00 for a full day. |

Councillor Jon Williams declared an interest in the 1. Room Hire review and took no active part in the discussion and abstained during the vote

1. Room Hire

Following discussion, Councillor Natalie Field proposed that room hire charges should be increased by 4% for 2024/25, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 8 in favour, 2 against, 1 abstention, proposal carried.

2. Bar Area

Following discussion, Councillor Roger Avenin proposed that the bar area hire charges should be frozen for 2024/25, seconded by Councillor Tom Aditya, carried unanimously.

3. Kitchen

Following discussion, Councillor Ben Randles proposed that a new 1/2 day charge (up to 4 hours) applying a 10% discount, rounded up to nearest 20p be introduced for the use of the kitchen from 2024/25 onwards, seconded by Councillor Tom Aditya, carried unanimously.

4. Kitchen

Following discussion, Councillor Ben Randles proposed that a new full day charge (up to 8 hours) applying a 15% discount, rounded up to nearest 20p be introduced for the use of the kitchen from 2024/25 onwards, seconded by Councillor Tom Aditya. A vote was taken, 10 in favour, 1 abstention, proposal carried.

5. Storage

Following discussion, Councillor Natalie Field proposed that the storage hire charges should be frozen for 2024/25 (but rounded up to the nearest £1), seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 10 in favour, 1 against, proposal carried.

6. Projector/Screen

Following discussion, Councillor Natalie Field proposed that the projector/screen hire charges should be frozen for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

7. Tennis (Adults/Youth)

Following discussion, Councillor Roger Avenin proposed that the tennis (adults/youth) hire charges should be increased from £3.75 to £4.00 per court/per hour for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

8. Tennis (Clubs Standard)

Following discussion, Councillor Roger Avenin proposed that the tennis (clubs/standard) hire charges should be increased from £4.40 to £4.50 per court/per hour for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

9. Tennis (Block Bookers)

Following discussion, Councillor Natalie Field proposed that the tennis (block bookers) hire charges should be increased from £3.95 to £4.10 per court/per hour for 2024/25, seconded by Councillor Roger Avenin, carried unanimously.

10. Pickleball

It was highlighted that the pickleball charges had been kept very low for the first few years to enable the pickleball club to get established. It is now a thriving club with good numbers of players attending. This is the only outdoor pickleball facility in the local area.

Following discussion, Councillor Roger Avenin proposed that the pickleball hire charges should be increased from £2.00 to £2.30 per court/per hour for 2024/25, seconded by Councillor Frederic Contenot. A vote was taken, 2 in favour, 7 against, 2 abstentions, proposal failed.

Councillor Natalie Field then proposed that the pickleball hire charges should be increased from £2.00 to £2.50 per court/per hour for 2024/25, seconded by Councillor Kulwinder Singh Sappal. A vote was taken, 8 in favour, 3 against, proposal carried.

11. Netball and Netball Clubs

Following discussion, Councillor Roger Avenin proposed that the netball and netball club hire charges should be increased by 4%, rounded up to nearest 20p, for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

12. Football (Block Bookers)

Following discussion, Councillor Natalie Field proposed that the football (block bookers) hire charges should be increased by 4%, rounded up to nearest £1, for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

13. Cricket

Following discussion, Councillor Roger Avenin proposed that the cricket hire charges should be increased by 4%, rounded up to nearest £1, for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

14. Bowls

Following discussion, Councillor Ben Randles proposed that the bowls hire charges should be frozen for 2024/25, seconded by Councillor Natalie Field, carried unanimously.

15. Village Green Sports Training

Following discussion, Councillor Kulwinder Singh Sappal proposed that the village green sports training hire charges should be frozen for 2024/25, seconded by Councillor Tom Aditya, carried unanimously.

16. Food Van

Following discussion, Councillor Roger Avenin proposed that the food van pitch hire and trailer storage charges should be increased by 4% for 2024/25, seconded by Councillor Kulwinder Singh Sappal, carried unanimously.

17. Water Jugs and glasses

Following discussion, Councillor Natalie Field proposed that, in order to encourage hydration and discourage use of plastic bottles amongst hirers, there should be no charge for water jugs and glasses, seconded by Councillor Jon Williams, carried unanimously.

**8.3 To approve Petty Cash Statements**

|  |
| --- |
| **BRADLEY STOKE TOWN COUNCIL**  |
| **2023/24 Petty Cash Bank Statements - January 2024 Finance** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Barclays Bank Petty Cash Account** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 1391.85 |
| 88921 | 04/12/2023 | Bank Charges | Purchase Payment | 8.50 |   | 1383.35 |
| 89092 | 13/12/2023 | TRF | BARCLAY A/S TO BARCLAY P/C |   | 700.00 | 2083.35 |
| 89189 | 09/01/2024 | Bank Charges | Purchase Payment | 8.50 |   | 2074.85 |
| 89261 | 09/01/2024 | TRF | BARCLAY P/C TO DEPUTY TC P/C | 80.00 |   | 1994.85 |
| 89351 | 07/12/2023 | TRF | BARCLAY P/C TO OFFICE P/C TIN | 60.00 |   | 1934.85 |
| 89353 | 07/12/2023 | TRF | BARCLAY P/C TO PF P/C | 80.00 |   | 1854.85 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Office Petty Cash Tin** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 33.71 |
| 89316 | 01/12/2023 | 8 | Office - Kitchen Roll | 4.40 |   | 29.31 |
| 89317 | 05/01/2024 | 9 | Office - Washing Up Liquid & Hand Wash | 2.00 |   | 27.31 |
| 89352 | 07/12/2023 | TRF | BARCLAY P/C TO OFFICE P/C TIN |   | 60.00 | 87.31 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **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 |   |   | 24.14 |
| 89248 | 16/11/2023 | 4PF | BC - Cleaning Supplies (Date 28.06.23 - from Baileys Court Petty Cash Tin) | 10.85 |   | 13.29 |
| 89249 | 20/11/2023 | 4PF | Office - Milk for Council Meeting | 1.45 |   | 11.84 |
| 89250 | 27/11/2023 | 4PF | Office - Milk for Meeting | 1.20 |   | 10.64 |
| 89251 | 17/11/2023 | 4PF | BC - Warm Space - Biscuits | 4.70 |   | 5.94 |
| 89252 | 19/11/2023 | 4PF | JC - Warm Space - Biscuits | 1.95 |   | 3.99 |
| 89253 | 20/11/2023 | 4PF | BW - Warm Space - Biscuits | 3.20 |   | 0.79 |
| 89254 | 06/12/2023 | 4PF | BC - Warm Space - Biscuits | 3.90 |   | -3.11 |
| 89255 | 07/12/2023 | 4PF | JC - Warm Space - Biscuits | 8.65 |   | -11.76 |
| 89256 | 08/12/2023 | 4PF | Postage - Christmas Cards | 34.45 |   | -46.21 |
| 89257 | 30/11/2023 | 4PF | JC - Warm Space - Biscuits | 2.44 |   | -48.65 |
| 89258 | 13/12/2023 | 4PF | JC - Dish Washer Tablets | 12.00 |   | -60.65 |
| 89259 | 18/12/2023 | 4PF | BW - Warm Space - Biscuits | 2.47 |   | -63.12 |
| 89260 | 08/01/2024 | 4PF | BW - Warm Space - Biscuits | 3.25 |   | -66.37 |
| 89354 | 07/12/2023 | TRF | BARCLAY P/C TO PF P/C |   | 80.00 | 13.63 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Youth (1)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   |   |   | 125.79 |
| 87762 | 21/08/2023 | TRANS | BARCLAYS P/C TO YOUTH 1 |   | 170.00 | 295.79 |
| 89342 | 12/09/2023 | 3 | Girls Project - Art Supplies | 12.00 |   | 283.79 |
| 89343 | 08/11/2023 | 3 | Youth Sessions - Food Containers | 4.00 |   | 279.79 |
| 89344 | 25/11/2023 | 3 | Youth Sessions - Prizes for Games | 4.00 |   | 275.79 |
| 89345 | 25/11/2023 | 3 | Youth Sessions - Prize for Games | 5.00 |   | 270.79 |
| **Petty Cash - Youth (1)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
| 89346 | 17/01/2024 | 3 | Income - Bowling Trip Attendance Fee |   | 30.00 | 300.79 |
| 89347 | 17/01/2024 | 3 | Income - Ice Skating Trip Attendance Fee |   | 54.00 | 354.79 |
| 89348 | 17/01/2024 | 3 | Income - Ice Skating Trip Attendance Fee |   | 56.00 | 410.79 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Petty Cash - Youth (2) Residentials** |  |  |  |  |  |  |  |  |  |  |
| **No** | **Date** | **Ref** |  | **Details** | **Payments** | **£** |   | **Receipts** | **£** |   | **Balance** | **£** |
|   | B/Fwd Balance |   |   | 167.21 |

Following discussion Councillor Natalie Field proposed acceptance of the Petty Cash Statement, seconded by Councillor Kulwinder Singh Sappal, carried unanimously. Petty Cash Statements then signed by Chair of Committee and Town Clerk.

**8.4 To receive Direct Debits payment schedule**

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

|  |  |
| --- | --- |
|  | **BRADLEY STOKE TOWN COUNCIL** |
|  | **DIRECT DEBIT PAYMENTS 12.12.2023-14.01.2024** |
|  |  |  |  |  |
| **Tran No.** | **Date** |  | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Payment Date** |
| 88972 | 01/12/2023 | FUELG | 9709866 | Transit Fuel - WP22 WRO | 75.00 | 15.00 | 90.00 | 13.12.2023 |
| 88974 | 03/12/2023 | TOTALGAS | 3007438313 | JC CR Gas - 31.08-30.11.23 | 86.60 | 4.33 | 90.93 | 27.12.2023 |
| 88975 | 03/12/2023 | TOTALGAS | 3007438324 | BC - Gas Charge 31.08-30.11.23 | 664.72 | 132.94 | 797.66 | 27.12.2023 |
| 88992 | 05/12/2023 | MAINST | 1105622 | Office - SOGEA 11.11-10.12.23 with Partial Credit  | 21.72 | 4.34 | 20.06 | 14.12.2023 |
| 88993 | 05/12/2023 | MAINST | 1105623 | BW - SOGEA 06.11-05.12.23 | 33.50 | 6.70 | 40.20 | 14.12.2023 |
| 88995 | 05/12/2023 | TOTALGAS | 3007449841 | JC - Electricity Charge - Nov'23 | 613.40 | 122.68 | 736.08 | 27.12.2023 |
| 86472 | 01/04/2023 | ADIMAGE | VI/0606972 | Office - 1/4ly Printer Lease | 246.92 | 49.38 | 296.30 | 02.01.2024 |
| 89102 | 07/12/2023 | TOTALGAS | 3007438335 | JC - Gas 31.08-30.11.2023 | 1144.93 | 228.99 | 1373.92 | 28.12.2023 |
| 89103 | 07/12/2023 | TOTALGAS | 3007438346 | BW - Gas 31.08-30.11.2023 | 365.80 | 18.29 | 384.09 | 28.12.2023 |
| 89104 | 09/12/2023 | TOTALGAS | 3007449852 | BC - Electricity 01.11-27.11.2023 | 449.15 | 89.84 | 538.99 | 28.12.2023 |
| 89105 | 09/12/2023 | TOTALGAS | 3007449863 | BW - Electricity 01.11-30.11.2023 | 263.30 | 52.66 | 315.96 | 28.12.2023 |
| 89176 | 01/01/2024 | TVLICENC | 2871441811 | BC - TV Licensing 01.01.24-31.12.2024 | 159.00 | 0.00 | 159.00 | 02.01.2024 |
| 89182 | 12/12/2023 | VODAFONE | 691566353019 | 9 Mobile Phone Networks - Nov'23 | 161.96 | 32.39 | 194.35 | 27.12.2023 |
| 89205 | 01/12/2023 | SAGE001 | INV18005936 | Sage Accounts & Payroll - Dec'23 | 347.25 | 69.45 | 416.70 | 18.12.2023 |
| 89215 | 01/01/2024 | INTY001 | INV00659100 | Email Charges - Dec'23 | 169.94 | 33.99 | 203.93 | 08.01.2024 |
| 89236 | 29/11/2023 | BIFFA | 472M12261 | JC - Overweight Charge 30.09-27.10.23 | 15.54 | 3.11 | 18.65 | 02.01.2024 |
| 89237 | 30/11/2023 | BIFFA | 472C00557 | JC - Mixed Recycling Collection - Nov'23 | 46.00 | 9.20 | 55.20 | 02.01.2024 |
| 89238 | 30/11/2023 | BIFFA | 472C00556 | JC - General Waste Collection - Nov'23 | 117.36 | 23.47 | 140.83 | 02.01.2024 |
| 89239 | 30/11/2023 | BIFFA | 472C00554 | BW - General Waste Collection - Nov'23 | 217.46 | 43.49 | 260.95 | 02.01.2024 |
| 89240 | 30/11/2023 | BIFFA | 472C00555 | BW - Mixed Recycling Collection - Nov'23 | 55.20 | 11.04 | 66.24 | 02.01.2024 |
| 89241 | 30/11/2023 | BIFFA | 472C00551 | BC - General Waste Collection - Nov'23 | 117.36 | 23.47 | 140.83 | 02.01.2024 |
| 89242 | 30/11/2023 | BIFFA | 472C00552 | BC - Mixed Recycling Collection - Nov'23 | 46.00 | 9.20 | 55.20 | 02.01.2024 |
| 89243 | 30/11/2023 | BIFFA | 472C00553 | BC - Glass Collection - Nov'23 | 35.50 | 7.10 | 42.60 | 02.01.2024 |
| 89244 | 06/12/2023 | BIFFA | 472M12309 | JC - Overweight Charge - 28.10-24.11.23 | 49.98 | 10.00 | 59.98 | 17.01.2024 |
| 86185 | 03/04/2023 | STGLO002 | 66987325 | Office Rates 2023/24 | 1506.00 | 0.00 | 1506.00 | 08.12.2023 |
| 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** | **9240.59** | **1001.06** | **10235.65** |  |
|  |  |  |  |  |  |  |
| **Transactions from Barclay Select Cards - December Statement - Paid by DD 03.01.2024** |  |  |
| **Tran No.** | **Date** |  | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Payment Date** |
| 89060 | 28/11/2023 | BARCSEL | 9GB | Youth Sessions - Food Supplies & Hot Chocolate x6 | 40.74 | 0.00 | 40.74 | 03.01.2024 |
| 89061 | 28/11/2023 | BARCSEL | 9GB | Youth Sessions - Craft Supplies | 15.29 | 3.06 | 18.35 | 03.01.2024 |
| 89062 | 30/11/2023 | BARCSEL | 9GB | Youth Sessions - Food Supplies & Hot Chocolate x4 | 19.24 | 0.00 | 19.24 | 03.01.2024 |
| 89063 | 05/12/2023 | BARCSEL | 9GB | Youth Sessions - New Speaker | 129.99 | 0.00 | 129.99 | 03.01.2024 |
| 89064 | 05/12/2023 | BARCSEL | 9GB | Youth Session - Food Supplies | 25.35 | 0.00 | 25.35 | 03.01.2024 |
| 89065 | 05/12/2023 | BARCSEL | 9GB | Youth Sessions - Candles & Mixing Bowl | 6.58 | 1.32 | 7.90 | 03.01.2024 |
| 89066 | 05/12/2023 | BARCSEL | 9GB | Youth Sessions - Art Supplies | 10.00 | 2.00 | 12.00 | 03.01.2024 |
| 89067 | 05/12/2023 | BARCSEL | 9GB | Youth Session - Resources | 3.33 | 0.67 | 4.00 | 03.01.2024 |
| 89068 | 07/12/2023 | BARCSEL | 9GB | YW Partnership Meeting - Milk | 1.29 | 0.26 | 1.55 | 03.01.2024 |
| 89069 | 07/12/2023 | BARCSEL | 9GB | Youth Session - Food Supplies | 7.00 | 0.00 | 7.00 | 03.01.2024 |
| 89295 | 28/11/2023 | BARCSEL | 11WD | BW - Washing Up Liquid/ Anti Bac Spray | 19.77 | 3.95 | 23.72 | 03.01.2024 |
| 89296 | 29/11/2023 | BARCSEL | 11WD | BW - Paint for BW Redecoration | 75.00 | 15.00 | 90.00 | 03.01.2024 |
| 89297 | 29/11/2023 | BARCSEL | 11WD | Transit Van - Screen Wash & De-Icer | 7.92 | 1.58 | 9.50 | 03.01.2024 |
| 89298 | 30/11/2023 | BARCSEL | 11WD | BW - Decorating Equipment (Brushes/Tape) & Paint | 115.33 | 23.06 | 138.39 | 03.01.2024 |
| 89299 | 01/01/2024 | BARCSEL | 11WD | BC - New Toilet Seat for Ladies Toilet | 12.48 | 2.50 | 14.98 | 03.01.2024 |
| 89300 | 07/12/2023 | BARCSEL | 11WD | JC - Woodlands Planters - 5 x Rubble Sacks & Weed Fabric | 49.90 | 9.98 | 59.88 | 03.01.2024 |
| 89301 | 22/12/2023 | BARCSEL | 11WD | Tool Hire - Wacker Plate Hire for Woodlands Planters | 25.00 | 5.00 | 30.00 | 03.01.2024 |
| 89302 | 29/11/2023 | BARCSEL | 9JH | BW - 10L Paint | 75.00 | 15.00 | 90.00 | 03.01.2024 |
| 89303 | 29/11/2023 | BARCSEL | 9JH | Park - Lubricant for Maintenance | 5.90 | 1.18 | 7.08 | 03.01.2024 |
| 89304 | 29/11/2023 | BARCSEL | 9JH | Park - Lubricant for Maintenance | 5.90 | 1.18 | 7.08 | 03.01.2024 |
| 89305 | 06/12/2023 | BARCSEL | 9JH | Tools - Makita Drill to Replace Broken Drill | 229.17 | 45.83 | 275.00 | 03.01.2024 |
| 89306 | 06/12/2023 | BARCSEL | 9JH | 10 X Cement Bags for Woodlands Planter | 54.90 | 10.98 | 65.88 | 03.01.2024 |
| 89307 | 08/12/2023 | BARCSEL | 9JH | JC - Woodlands Planter - 1 Tonne Stone to Dust | 52.00 | 10.40 | 62.40 | 03.01.2024 |
| 89308 | 14/12/2023 | BARCSEL | 9JH | Street - Post Crete for Repairs to Bins | 35.94 | 7.19 | 43.13 | 03.01.2024 |
| 89309 | 19/12/2023 | BARCSEL | 9JH | JC - Woodlands Planter - Chippings | 44.00 | 8.80 | 52.80 | 03.01.2024 |
| 89318 | 29/11/2023 | BARCSEL | 11PF | JC - 2 X Fan Heaters | 45.00 | 9.00 | 54.00 | 03.01.2024 |
| **Transactions from Barclay Select Cards - December Statement - Paid by DD 03.01.2024** |  |  |
| **Tran No.** | **Date** |  | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** | **Payment Date** |
| 89319 | 12/12/2023 | BARCSEL | 10GB | Youth Sessions - Ice Skating - Xmas Trip | 141.67 | 28.33 | 170.00 | 03.01.2024 |
| 89320 | 12/12/2023 | BARCSEL | 10GB | Youth Sessions - Arts & Craft Supplies | 54.33 | 10.87 | 65.20 | 03.01.2024 |
| 89321 | 14/12/2023 | BARCSEL | 10GB | Youth Sessions - Food Supplies | 21.45 | 4.29 | 25.74 | 03.01.2024 |
| 89322 | 21/12/2023 | BARCSEL | 10GB | Youth Sessions - Food Supplies | 27.39 | 5.48 | 32.87 | 03.01.2024 |
| 89323 | 27/12/2023 | BARCSEL | ANNUAL ACCOUNT FEE | Barclay Select - Annual Account Fee | 42.00 | 0.00 | 42.00 | 03.01.2024 |
|  | **Totals** | **1398.86** | **226.91** | **1625.77** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tran No.** | **Date** | **A/C Ref** | **Inv Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |  |
| 89072 | 29/11/2023 | BARCSEL |   | Barclay Select Cashback - 11WD | 0.74 | 0.00 | 0.74 |  |
| 89073 | 30/11/2023 | BARCSEL |   | Barclay Select Cashback - 11WD | 0.97 | 0.00 | 0.97 |  |
| 89072 | 05/12/2023 | BARCSEL |   | Barclay Select Cashback - 11WD | 0.37 | 0.00 | 0.37 |  |
| 89073 | 11/12/2023 | BARCSEL |   | Barclay Select Cashback - 11WD | 1.50 | 0.00 | 1.50 |  |
|  | **Total Paid:** | **1622.19** |  |

**8.5 To approve Bills for payment**

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

|  |
| --- |
| **BRADLEY STOKE TOWN COUNCIL** |
| **MONTHLY EXPENDITURE - 24th January 2024 - Finance** |
|  |
| **SALARIES** | **Net Amount** |
| 23/01/2024 | January Net Salaries Via Payflow | 26,202.41 |
|   |
| **SUPPLIERS** |
|  | A1 Maintenance Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/04/2023 | 1370 | BC - Building Maintenance - Monthly Instalment | 683.33 | 136.66 | 819.99 |
| 01/04/2023 | 1370 | BW - Building Maintenance - Monthly Instalment | 370.83 | 74.16 | 444.99 |
| 01/04/2023 | 1370 | JC - Building Maintenance - Monthly Instalment | 333.33 | 66.67 | 400.00 |
| 01/04/2023 | 1370 | Office - Building Maintenance - Monthly Instalment | 125.00 | 25.00 | 150.00 |
| 01/04/2023 | 1370 | JC CR - Building Maintenance - Monthly Instalment | 320.83 | 64.17 | 385.00 |
| 01/04/2023 | 1370 | Skate Park - Building Maintenance - Monthly Instalment | 79.16 | 15.83 | 94.99 |
| 17/10/2023 | 1441 | BW - Supply/fit LED light in gents toilet | 140.00 | 28.00 | 168.00 |
| 30/10/2023 | 1446 | BW- Supply/fit capacitor on car park light | 155.00 | 31.00 | 186.00 |
| 29/11/2023 | 1459 | JC - Leak sealant to Woodlands underfloor heating | 385.00 | 77.00 | 462.00 |
| 29/11/2023 | 1460 | JC - Main building - change water supply from storage to mains | 450.00 | 90.00 | 540.00 |
| 22/01/2024 | 1461 | JC - Creche water supply from storage to mains | 620.00 | 124.00 | 744.00 |
| 09/01/2024 | 1477 | BC - Flush & cleaned heating system and added inhibitor | 680.00 | 136.00 | 816.00 |
| 09/01/2024 | 1478 | BC - Bowlers Kitchen Relocate radiator & reconfigure pipework | 220.00 | 44.00 | 264.00 |
| 11/01/2024 | 1482 | BC- Replace emergency lights + light in bowlers Changing Room | 310.00 | 62.00 | 372.00 |
| 11/01/2024 | 1483 | BC - Replace various emergency light bulkheads etc | 340.00 | 68.00 | 408.00 |
|   | **Account Totals:** | 5212.48 | 1042.49 | 6254.97 |
|  | AMBIENCE LANDSCAPES LTD |   |   |   |   |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/12/2023 | 20604 | Street Maintenance - Dec 23 | 1272.87 | 254.57 | 1527.44 |
|   | **Account Totals:** | 1272.87 | 254.57 | 1527.44 |
|  | AVON SPORTSGROUND |   |   |   |   |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/12/2023 | SI-822407 | BC - Bowls Green Maintenance - Dec 23 | 899.83 | 179.97 | 1079.80 |
|   | **Account Totals:** | 899.83 | 179.97 | 1079.80 |
|  | BATH & NORTH EAST SOMERSET COUNCIL  |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 16/01/2024 | Jan Salary | Jan 24 - Pension | 7185.06 | 0.00 | 7185.06 |
| 16/01/2024 | Jan Salary | Jan 24 - Pension Deficit Refund | -525.00 | 0.00 | -525.00 |
|   | **Account Totals:** | 6660.06 | 0.00 | 6660.06 |
|  | 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 |
|  | BRADLEY STOKE RADIO LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 18/12/2023 | CDGA33 | BS Radio - Community Development Grant Aid 23/24 | 4000.00 | 0.00 | 4000.00 |
|   | **Account Totals:** | 4000.00 | 0.00 | 4000.00 |
|  | BS1 FIRE & SECURITY |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/12/2023 | SI19711 | BW -Shutter Maintenance - Dec 23 | 4.92 | 0.98 | 5.90 |
| 01/12/2023 | SI19711 | Office - Shutter Maintenance - Dec 23 | 24.59 | 4.92 | 29.51 |
| 01/12/2023 | SI19711 | BC - Shutter Maintenance - Dec 23 | 37.71 | 7.54 | 45.25 |
| 01/12/2023 | SI19711 | JC - Shutter Maintenance - Dec 23 | 32.78 | 6.56 | 39.34 |
| 01/01/2024 | SI19975 | Office - Intruder, fire alarm, CCTV - Jan 24 | 56.45 | 11.29 | 67.74 |
| 01/01/2024 | SI19975 | JC - Intruder, fire alarm, CCTV - Jan 24 | 78.80 | 15.76 | 94.56 |
| 01/01/2024 | SI19975 | BW - Intruder, fire alarm, CCTV - Jan 24 | 87.54 | 17.51 | 105.05 |
| 01/01/2024 | SI19975 | BC - Intruder, fire alarm, CCTV - Jan 24 | 95.10 | 19.02 | 114.12 |
| 01/01/2024 | SI19976 | Skate Park - Intruder, fire alarm, CCTV - Jan 24 | 55.92 | 11.18 | 67.10 |
| 01/01/2024 | SI19981 | BW - Shutter Maintenance - Jan 24 | 4.92 | 0.98 | 5.90 |
| 01/01/2024 | SI19981 | Office - Shutter Maintenance - Jan 24 | 24.59 | 4.92 | 29.51 |
| 01/01/2024 | SI19981 | BC - Shutter Maintenance - Jan 24 | 37.71 | 7.54 | 45.25 |
| 01/01/2024 | SI19981 | JC - Shutter Maintenance - Jan 24 | 32.78 | 6.56 | 39.34 |
|   | **Account Totals:** | 573.81 | 114.76 | 688.57 |
|  | CONCORD HOMECARE LIMITED |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/12/2023 | CINV-611 | Office - Cleaning - Dec 23 | 357.50 | 71.50 | 429.00 |
| 31/12/2023 | CINV-611 | JC - Cleaning - Dec 23 | 858.00 | 171.60 | 1029.60 |
| 31/12/2023 | CINV-611 | BW - Cleaning - Dec 23 | 715.00 | 143.00 | 858.00 |
| 31/12/2023 | CINV-611 | BC - Cleaning - Dec 23 | 858.00 | 171.60 | 1029.60 |
| 31/12/2023 | CINV-611 | Skate Park - Cleaning - Dec 23 | 143.00 | 28.60 | 171.60 |
| 31/12/2023 | CINV-611 | JC CR - Cleaning - Dec 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** |
| 18/12/2023 | 2023/24 Youth SLA | BS - Youth Cricket Club - Youth SLA 2023/24 | 3500.00 | 0.00 | 3500.00 |
| 12/01/2024 | BC122023 | BC - Cricket Wicket Maintenance - Dec 23 | 745.83 | 0.00 | 745.83 |
|   | **Account Totals:** | 4245.83 | 0.00 | 4245.83 |
|  | FOUR TOWNS & VALE LINK COMMUNITY TRANSPORT |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 31/12/2023 | 203339 | Youth - Vehicle hire 19/12/23 for ice skating trip | 25.00 | 0.00 | 25.00 |
|   | **Account Totals:** | 25.00 | 0.00 | 25.00 |
|  | HMRC Cumbernauld |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 16/01/2024 | Jan Salary | Jan 24 - Tax/NI | 8464.56 | 0.00 | 8464.56 |
|   | **Account Totals:** | 8464.56 | 0.00 | 8464.56 |
|  | KN Office Supplies Ltd |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 11/12/2023 | I29872 | Office - Stationery | 11.97 | 2.39 | 14.36 |
| 15/01/2024 | I32383 | Office - Pink printer paper | 36.00 | 7.20 | 43.20 |
| 15/01/2024 | I32384 | Office - Blue printer paper | 14.40 | 2.88 | 17.28 |
|   | **Account Totals:** | 62.37 | 12.47 | 74.84 |
|  | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 29/12/2023 | 18815 | Midland Moveable Walls - BW - Service Moveable Wall | 165.00 | 33.00 | 198.00 |
| 29/12/2023 | 18815 | Midland Moveable Walls - JC - Service Moveable Wall | 165.00 | 33.00 | 198.00 |
| 29/12/2023 | 18815 | Midland Moveable Walls - BC - Service Moveable Wall | 165.00 | 33.00 | 198.00 |
|   | **Account Totals:** | 495.00 | 99.00 | 594.00 |
|   |
| 27/11/2023 | 00984 | Total Print Solutions - BC - Update After School Sign | 388.00 | 77.60 | 465.60 |
|   |
|  | PRESTIGE GROUNDS LTD |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 22/01/2024 | 1671 | JC - Ground Maintenance - Oct -Dec 23 | 3291.00 | 658.20 | 3949.20 |
| 07/01/2024 | 1671 | BC - Ground Maintenance - Oct - Dec 23 | 2305.75 | 461.15 | 2766.90 |
| 07/01/2024 | 1671 | BW - Ground Maintenance - Oct - Dec 23 | 396.24 | 79.25 | 475.49 |
| 07/01/2024 | 1671 | Skate Park - Ground Maintenance - Oct - Dec 23 | 133.32 | 26.66 | 159.98 |
| 07/01/2024 | 1671 | Roundabout Flower Bed Maintenance - Oct - Dec 23 | 700.00 | 140.00 | 840.00 |
|   | **Account Totals:** | 6826.31 | 1365.26 | 8191.57 |
|  | RE- ENERGIZE |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 29/12/2023 | 3938 | 2024 Community Festival - Management Fee - Dec 23 | 1148.00 | 0.00 | 1148.00 |
|   | **Account Totals:** | 1148.00 | 0.00 | 1148.00 |
|  | Society of Local Council Clerks |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 22/01/2024 | QL202664-2 | P. Francis - Extension fee for CILCA qualification | 50.00 | 0.00 | 50.00 |
| 09/01/2024 | MEM247887-1 | P. Francis - Joining fee & annual membership - Jan - Dec 24 | 318.00 | 0.00 | 318.00 |
|   | **Account Totals:** | 368.00 | 0.00 | 368.00 |
|  | SPHERE LEISURE BRADLEY STOKE |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 03/01/2024 | 003543 | Skate Park - Electricity Charge - Oct - Dec 23 | 292.50 | 58.50 | 351.00 |
|   | **Account Totals:** | 292.50 | 58.50 | 351.00 |
|  | Sprint Print & Design |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 08/01/2024 | SI-98189 | Newsletter Artwork - Jan 24 | 200.00 | 40.00 | 240.00 |
|   | **Account Totals:** | 200.00 | 40.00 | 240.00 |
|  | SOUTH WEST COUNCILS |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 04/01/2024 | 0000069843 | Job Evaluation for Finance Officer 2 role | 110.00 | 22.00 | 132.00 |
|   | **Account Totals:** | 110.00 | 22.00 | 132.00 |
|  | TWO THIRDS .CO.UK |   |
| **Date** | **Ref** | **Details** | **Net Amount** | **Tax Amount** | **Gross Amount** |
| 01/01/2024 | 1578 | Website Support Q3 2023/24 - Additional hours | 400.00 | 80.00 | 480.00 |
| 01/01/2024 | 1579 | Website Support Q4 2023/24 | 395.00 | 79.00 | 474.00 |
|   | **Account Totals:** | 795.00 | 159.00 | 954.00 |
|   | **Supplier Totals:** | **45390.91** | **4095.88** | **49486.79** |

9 Date and time of next meeting

Wednesday 28th February 2024 at 6.30pm

The Meeting closed at 7.40pm