### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Annual Town Council Meeting of Bradley Stoke Town Council held at Bradley Stoke Jubilee Centre, Savages Wood Road, Bradley Stoke, on 15 May 2019 at 7.00pm.

PRESENT:

Councillors: Tom Aditya (Chair)

John Ashe

Roger Avenin

Keith Cranney

Terri Cullen

Fabrizio Fazzino

Tony Griffiths

Nikki Hallur

Elaine Hardwick

Michael Hill

Brian Hopkinson

Franklin Owusu-Antwi

Ben Randles

Ed Rose

Andy Ward

Sharon Petela (Town Clerk)

Rachel Pullen (Responsible Finance Officer/Finance Manager)

John Rendell (Deputy Town Clerk/Premises Manager)

Councillor Ben Randles welcomed everyone to the meeting and informed them that a total of £8,217.42 had been raised for the Mayor’s Charity over the past year which will be split equally between the **West of England MS Therapy Centre** (£4,108.71 – 50%) and **Stroke Association** (£4,108.71 – 50%). He explained that he had personal, family reasons for choosing the Stroke Association.

Councillor Ben Randles also explained that the two payments detailed above are subject to formal agreement under Agenda Item 22.2 – Approval of Bills & Direct Debits for Payment which will be discussed later in the meeting.

The representative from the Stroke Association accepted their cheque and thanked everyone for their support of the Stroke Association over the past year. Unfortunately, there were no representatives from the West of England MS Therapy Centre present at the meeting.

## Apologies for absence

None

**2 Election of Mayor/Chair of Council for 2019/20 and Signing of Declaration of Acceptance of Office**

Councillor Brian Hopkinson proposed that Councillor Tom Aditya serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor Roger Avenin.

Councillor Elaine Hardwick proposed that Councillor Tony Griffiths serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor Andy Ward.

*Councillors Tom Aditya and Tony Griffiths declared an interest and left the meeting.*

A vote was taken, Councillor Tom Aditya – 9 votes, Councillor Tony Griffiths – 3 votes and 1 abstention.

Councillor Tom Aditya was duly elected as Chair of Council/Mayor for 2019/20.

*Councillors Tom Aditya and Tony Griffiths re-joined the meeting.*

Councillor Tom Aditya then took the Chair of the Meeting after signing his Declaration of Acceptance of Office as Chair.

The Chair thanked colleagues for the confidence and trust in electing him as Mayor/Chair of the Council for the coming year. He said that Bradley Stoke had achieved a lot after its inception and we are grateful for what we have, but we need to work together to sustain those achievements as well as to progress further. He recalled all the previous civic leaders who contributed for the development of Bradley Stoke and saidthat all are working for the good of the town and passed his thanks to all the volunteers (including Bradley Stoke in Bloom and Green Gym amongst many others) who do so much for the town. He explained that the Mayor’s Charities for 2019/20 would be announced in due course.

**3 Resolution relating to Declaration of Acceptance of Office for councillors not present at this meeting**

All Town Councillors have signed their Declaration of Acceptance of Office

**4 Election of Vice-chair of Council for 2019/20**

Councillor Keith Cranney proposed Councillor Tony Griffiths to act as Vice-chair of the Council for the coming year, seconded by Councillor Andy Ward.

Councillor John Ashe proposed Councillor Franklin Owusu-Antwi to act as Vice-chair of the Council for the coming year, seconded by Councillor Tony Griffiths.

Councillor Brian Hopkinson proposed Councillor Ed Rose to act as Vice-chair of the Council for the coming year, seconded by Councillor Roger Avenin.

*Councillors Tony Griffiths, Franklin Owusu-Antwi and Ed Rose declared an interest and left the meeting.*

A vote was taken, Councillor Tony Griffiths – 5 votes, Councillor Franklin Owusu-Antwi – 3 votes, Councillor Ed Rose – 2 votes, 2 abstentions. Councillor Tony Griffiths was duly elected as Vice-chair of Council for 2019/20.

*Councillors Tony Griffiths, Franklin Owusu-Antwi and Ed Rose re-joined the meeting.*

**5 Applications for Dispensations by Councillors**

Applications have been received from the following councillors: Tom Aditya, John Ashe, Roger Avenin, Keith Cranney, Terri Cullen, Fabrizio Fazzino, Tony Griffiths, Nikki Hallur, Elaine Hardwick, Michael Hill, Brian Hopkinson, Franklin Owusu-Antwi, Ben Randles, Ed Rose and Andy Ward to allow them to take part in discussions and voting relating to 2019/20 Budget and 2020/21 Budget/Precept setting process. The Dispensation will run from 15th May 2019 until 20th May 2020.

Councillor Franklin Owusu-Antwi proposed that the Dispensation relating to Budget and Precept Setting (as detailed above) be granted to all councillors named above, to run from 15th May 2019 until 20th May 2020, seconded by Councillor Ben Randles, carried unanimously.

**6 Declarations of Interest by Members**

Town Councillors will be completing and returning their Register of Members Interests form. The Town Clerk will then forward all forms to the South Gloucestershire Council, Monitoring Officer.

**7** **Approval of Standing Committees & Amendment to Standing Orders**

Councillor Roger Avenin informed the meeting that he felt that there should be proportional representative on all committees as all councillors were democratically elected.

Councillor Michael Hill commented that in the various councils he had been involved in over the years have had proportionality on committees as well as a fixed number of councillors per committee.

Councillor Brian Hopkinson commented that Patchway Town Council used to do this regarding proportional representation on committees but they had since scrapped this.

The Town Clerk explained that there was currently nothing in Standing Orders relating to proportionality of committees or setting numbers of councillors on committees.

The Chair cited that the Town Clerk is right in the given advice, however BSTC could formulate a working pattern which exists in many other town councils such as Weston-Super-Mare for future arrangement of standing committee memberships.

**7.1 Approval of Standing Committees and appointment of members to serve on Standing Committees**

Councillor Ben Randles proposed, seconded by Councillor Roger Avenin and carried unanimously that the following Standing Committees be continued.

7.1.1 Finance

7.1.2 Planning & Environment

7.1.3 Leisure, Youth & Amenities

Members were allocated to the Standing Committees as follows. (The Chair and Vice-chair are *ex-officio* members with voting rights on every committee.)

**7.1.1. Finance Committee**

John Ashe Terri Cullen Fabrizio Fazzino

Elaine Hardwick Brian Hopkinson Franklin Owusu-Antwi Ben Randles Andy Ward

Councillor Elaine Hardwick proposed that the councillors named above are allocated to the Finance Committee, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

**7.1.2 Planning & Environment Committe**e

Keith Cranney Terri Cullen Fabrizio Fazzino

Elaine Hardwick Michael Hill Brian Hopkinson

Ben Randles Ed Rose Andy Ward

Councillor Ed Rose proposed that the councillors named above are allocated to the Planning & Environment Committee, seconded by Councillor Andy Ward, carried unanimously.

7**.1.3 Leisure, Youth & Amenities Committee**

Roger Avenin Terri Cullen Fabrizio Fazzino

Nikki Hallur Elaine Hardwick Brian Hopkinson

Franklin Owusu-Antwi Ben Randles Andy Ward

Councillor Elaine Hardwick proposed that the councillors named above are allocated to the Leisure, Youth & Amenities Committee, seconded by Councillor Roger Avenin, carried unanimously.

**8 To Resolve that Bradley Stoke Town council continues to meet criteria to exercise the General Power of Competence**

The Chair read out the resolution that Bradley Stoke Town Council meets the following conditions to be able to award itself the General Power of Competence as of 15th May 2019:

* Two thirds or more of councillors have been elected, rather than co-opted or appointed; and
* The Clerk to the Town Council holds the Certificate of Higher Education/First Level of the Foundation Degree in Community Engagement & Governance awarded by the University of Gloucestershire; and
* The Clerk to the Town Council has completed the relevant training (i.e. training in the exercise of the general power of competence in accordance with the national training strategy for parish councils adopted by NALC)

Councillor Ben Randles proposed accepting the resolution (as detailed above), seconded by Councillor Ed Rose. The resolution was carried unanimously.

**9 Council Representatives**

The Chair explained the significance of representing the Town Council for meetings of various external forums and organisations, and requested councillors to volunteer.

**9.1 Almondsbury Charity**

Marion Ward appointed by Full Council on 13th March 2019 for a period of 4 years.

**9.2 Avon Local Councils Association (2 representatives)**

Councillor Ben Randles proposed that The Town Clerk and Councillor Tony Griffiths be appointed, seconded by Councillor Roger Avenin, carried unanimously.

**9.3 SG Area Avon Local Councils Association group (3 representatives)**

Councillor Ben Randles proposed that the Town Clerk and Councillors Tony Griffiths and Franklin Owusu-Antwi be appointed, seconded by Councillor Elaine Hardwick, carried unanimously

**9.4 Patchway, Filton & The Stokes Communities Against Hate Crime Group (2 representatives)**

Councillor Franklin Owusu-Antwi proposed that Councillors Nikki Hallur and Elaine Hardwick be appointed, seconded by Councillor Terri Cullen, carried unanimously.

**9.5 Emergency Air Operations Base Forum (1 representative)**

Councillor Andy Ward proposed that Councillor Elaine Hardwick be appointed, seconded by Councillor Fabrizio Fazzino.

Councillor Keith Cranney proposed that Councillor Michael Hill be appointed, seconded by Councillor Roger Avenin.

Councillor Elaine Hardwick then withdrew her interest in this appointment.

A vote was then taken regarding the proposal that Councillor Keith Cranney made, seconded by Councillor Roger Avenin that Councillor Michael Hill being appointed as the Town Council representative on the Emergency Air Operations Base Forum – 11 in favour, 4 abstentions, proposal carried.

**9.6 Friends of Jubilee Green**

Representative no longer required as group has now closed

**9.7 Press Spokesperson (in conjunction with the Town Clerk)**

Councillor John Ashe proposed that Councillor Ben Randles be appointed as Press Spokesperson (in conjunction with the Town Clerk), seconded by Councillor Elaine Hardwick. A vote was taken, 14 in favour, 1 abstention, proposal carried.

**9.8 Responsible Finance Officer**

Councillor Ben Randles proposed that the Rachel Pullen continue in this role, seconded by Councillor Ed Rose, carried unanimously.

Councillor John Ashe asked the Town Clerk to ascertain whether it was necessary to have this appointment on the agenda each year as Rachel Pullen is employed as the Finance Manager.

**9.9 Splatts Abbey Wood Conservation Group (1 representative)**

Councillor Roger Avenin proposed that Councillor Andy Ward be appointed, seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 14 in favour, 1 abstention, proposal carried.

It was noted that due to a change in the Splatts Abbey Wood Conservation Group, this appointment is a non-voting observer/participant role.

**9.10 Town & Parish Councils Forum**

Councillor Roger Avenin proposed that the Town Clerk and Chair of Council (or their representative) be appointed, seconded by Councillor Ed Rose, carried unanimously.

**9.11 Twinning Association (2 representatives)**

Councillor Brian Hopkinson proposed that Councillors Terri Cullen and Ed Rose be appointed, seconded by Councillor Roger Avenin. A vote was taken, 12 in favour, 3 abstention, proposal carried.

**9.12 Patchway, Filton & The Stokes Volunteer Centre Steering Group (2 representatives)**

Councillor Franklin Owusu-Antwi proposed that Councillors Elaine Hardwick and Ed Rose be appointed, seconded by Councillor Ben Randles. A vote was taken, 13 in favour, 2 abstentions, proposal carried.

**10 To approve the following Resolution in respect of the main account and the petty cash account of Bradley Stoke Town Council; that**

10.1 The Barclays Bank plc ("the Bank") shall continue as our primary bankers;

10.2 The Bank shall be authorised to honour all cheques, debit card and internet transactions or other orders for payment drawn, made or accepted on our behalf including bills of exchange and promissory notes, even if any such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed by any two (and any one in respect of the petty cash account) in accordance with the specimen signatures;

10.3 The Bank shall act on all specimen signatures in accordance with any instructions, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property;

10.4 The Bank shall be sent a copy of any future resolutions that affect the terms of the above resolutions;

10.5 The Bank shall be sent a copy of any changes in Rules and Regulations or Byelaws;

10.6 The Bank shall be notified of any change of Committee Members;

10.7 The Bank shall be notified in writing of any change of officials authorised to sign on our behalf;

10.8 The Bank shall otherwise continue to operate our accounts in accordance with the mandate.

The above resolution will also apply to the Lloyds Bank account should the financial situation change and/or Council approve changing the primary banker in line with The Financial Regulations.

Councillor John Ashe proposed acceptance of all the above items (10.1 – 10.8 plus reference to Lloyds Banks), seconded by Councillor Ben Randles, carried unanimously.

**11 To Approve Six Signatories Authorised to sign on Town Council’s behalf**

Rachel Pullen, RFO informed the meeting that, in view of the fact that nearly all payments are now issued from the main account via internet banking which negates the need for cheque signatures at council meetings and in view of the amount of work involved and lengthy mandate processing timescales associated with resetting bank mandates, she suggests maintaining the existing signatories wherever possible, and then either removing or replacing those shown in red as detailed below:

**Barclays & Lloyds Bank**

Sharon Petela, John Ashe, Roger Avenin, Paul Hardwick, Andy Ward & Brian Hopkinson and Ben Randles

Following discussion Councillor Tom Aditya proposed removing Paul Hardwick from the signatories list as detailed above for Barclays and Lloyds Bank, seconded by Councillor Ben Randles. A vote was taken, 14 in favour 1 against, proposal carried.

Following further discussion Councillor Ben Randles then proposed adding one new signatory to the authorised signatories list for Barclays and Lloyds Bank, seconded by Councillor Terri Cullen. A vote was taken, 13 in favour 1 against, 1 abstention, proposal carried.

Councillor Brian Hopkinson proposed adding Councillor Nikki Hallur to the authorised signatories list for Barclays and Lloyds Bank, seconded by Councillor Ed Rose.

Councillor Roger Avenin proposed adding Councillor Elaine Hardwick to the authorised signatories list for Barclays and Lloyds Bank, seconded by Councillor Andy Ward.

A vote was then taken, Councillor Nikki Hallur – 6 votes, Councillor Elaine Hardwick – 6 votes, 3 abstentions. The Chair used his casting vote in favour of Councillor Nikki Hallur, proposal carried.

**Cambridge & Counties Bank**

Sharon Petela & Andy Ward are the Authorised Officials and Marion Ward & Franklin Owusu – Antwi are the other signatories (any 2 to sign)

**United Trust Bank Ltd**

Sharon Petela & Andy Ward are the Authorised Officials and Marion Ward & Franklin Owusu – Antwi are the other signatories (any 2 to sign)

**CCLA Local Authorities Property Fund**

Sharon Petela & Andy Ward are the Authorised Officials and Marion Ward & Franklin Owusu – Antwi are the other signatories (any 2 to sign)

Following discussion, Councillor Brian Hopkinson proposed removing Marion Ward from the authorised signatories list as detailed above for the Cambridge & Counties Bank, United Trust Bank Ltd and the CCLA Local Authorities Property Fund, seconded by Councillor Michael Hill. A vote was taken, 14 in favour 1 against, proposal carried.

Following further discussion, Councillor Tony Griffiths then proposed adding two new signatories to the authorised signatories list as detailed above for the Cambridge & Counties Bank, United Trust Bank Ltd and the CCLA Local Authorities Property Fund, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

Councillor Ben Randles proposed adding Councillors John Ashe and Elaine Hardwick to the authorised signatories list as detailed above for Cambridge & Counties Bank, United Trust Bank Ltd and the CCLA Local Authorities Property Fund, seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 12 in favour 3 abstentions, proposal carried.

**12 Appointment of Auditors**

**12.1 Note Appointment of External Auditor**

It was NOTED that PKF LittleJohn LLP had been appointed for the next 5 years 2017 – 2022 following council’s decision to opt in to the SAAA procurement exercise for a 5-year period as approved by Full Council on 9th March 2016 (minute 11.1.3). the current contract will therefore continue until completion of the 2012/22 audit.

**12.2 Note Appointment of Internal Auditor to the Town Council**

It was NOTED that South Gloucestershire Council have been appointed as Internal Auditors on a 3 year rolling contract due to the specialised work involved as approved by Full Council on 13th March 2019 (minute 11.3) and this will continue for the 2019/20 – 2021/22 audits before being reviewed.

**13 2018/2019 Year End Figures (unaudited) and Adjusted 2019/20 Forward 5 Year Budget Plan**

Rachel Pullen, RFO/Finance Manager informed the meeting that the summary of the 2018/19 year-end position as at 8th May 2018 has been incorporated within the 5 Year Forward Plan (see Appendix A).

The current position shows a 2018/19 year-end surplus of approximately £82.9K, and no other year-end adjustments are currently envisaged although a final review will be completed over the next few weeks and The Financial Statement will be set on Friday 31st May 2019 ready for the Annual Internal Audit on 10th and 11th June 2019.

The 5 Year Forward Plan (as at 9th April 2019) was reported to April Finance and encompassed a larger than projected 2018/19 year-end surplus with the largest underspends being individually identified to members. In addition, councillors decided to allocate sufficient funds from the Unallocated Youth Reserve N/C 3079 to the Skate Park Replacement Reserve N/C 3081in order to produce a £80K balance for the future of this asset.

The current 5 Year Budget Plan (as at 8th May 2019) includes the above transfer and some additional changes which are highlighted in pink within the Forward Plan, and are detailed below:

**Nominal Description Details**

**Code**

4002 Grant Income This refers to deferred capital grants and actual income

has been increased to £7,448 to represent the Beacon Play Area flooring donated by Friends of Jubilee Green in 2018/19.

4003 Miscellaneous The approved sale of the Astra Van produced £1,000

Income less VAT = £833.33. This budget has therefore been

increased for 2019/20.

4010 Bank/Investment Final figures have been received which has increased this

Income income to £8,696 for 2018/19 which is a strong

performance against the originally approved budget of £5,825 which was set in January 2018.

4512 Youth Grant As reported at April Finance, £30K over 3 years has been

Funding awarded from Sth. Glos. Council to fund youth work. This

is now being paid and the 2019/20 to 2021/22 budgets have been updated by £10K p/a with payments being made on a monthly basis.

5077 S137 Service The budget has been reduced from £7,472 to £5771.40

Level Agreements for 2019/20 onwards, to reflect the closure of the

Bouncing Babies Group and associated funding (as announced at April Finance).

5500 Youth Core The final expenditure for 2018/19 has been increased to

Expenditure £10,219.14 to allow for an estimated accrual of £811.58

in respect of the skate park annual water and electricity.

9020 Play Area The 2018/19 expenditure has been increased by £7,448 to

Equipment reflect the capital grant donation as per N/C 4002 above.

3023 Vehicle The reserve has been increased by £1K to £13K to reflect

Replacement the sale proceeds received from the Astra Van sale.

Reserve

3079 Youth The reserve has been reduced to £49,158.52 following the

Unallocated transfer of £811.58 to the Youth Core Funding N/C 5500

Reserve (as detailed previously) and £72,250 which was transferred to the Skate Park Replacement Reserve N/C 3081 (as detailed below).

3081 Skate Park The reserve has been increased to £80K at the 2018/19

Replacement year end utilising funds from the Unallocated Youth

Reserve Reserve as approved by April Finance.

In addition, the 5 year forward projection has been extended by a year to encompass 2023/24, thus spanning the required five-year period as from 2019/20. The current Forward Plan indicates an increase in the projected year-end balance at the end of the 5-year term in 2023/24 to £56.7K (increased from £41.9K). It should of course be remembered this is merely a projection, based upon a frozen precept for the 5- year period, however, historically the actual year-end figures have tended to outperformed the Forward Plan.

Based upon these up to date figures, the Forward Plan clearly shows that council continues to be financially robust and well placed to maintain services through an uncertain period which may include rising inflation. The current Forward Plan has the flexibility to adapt to economic changes utilising the Forward Budget Reserve whilst also providing council with the option to increase the precept if needed.

The final 2018/19 audit position will be presented at June 2019 Finance with the formal adoption of pre-audit figures and the completion of The Annual Return taking place at Full Council on 26th June 2019.

Councillor John Ashe thanked Rachel Pullen for all her hard work over the past year. Councillor Brian Hopkinson commented that the Bradley Stoke Town Council 5 Year Forward Plan is immaculate compared to some other parish and town councils.

**14 Statutory Instruments**

The Health and Safety General Statement of Policy (including Health & Safety, Fire, Manual Handling, Lone Working, Play Area Inspection, Smoke Free and Stress Policies) was approved for acceptance by Councillor Ben Randles, seconded by Councillor Brian Hopkinson, carried unanimously. The Statement was then signed by The Chair of Council, Councillor Tom Aditya and the Town Clerk as Proper Officer. (see Appendix B attached)

*The meeting was adjourned for the next agenda item*

**15 Public Question Time**

15.1 A resident from Bluebell Gardens asked the new recently elected councillors to identify themselves to the meeting. The councillors did so.

15.2 A resident from Juniper Way who was unable to attend the whole of the meeting had made the following observation (which was read out by another resident from Cornfield Close): *“I have lived in Bradley Stoke for 18 years and have seen councillors elected and the make-up of the council change many times. The council has always worked together irrespective of political party representation. I urge this elected council to work together for the residents of Bradley Stoke”*

15.3 A resident from Snowberry Close raised concerns about the proposals in agenda item 18.2.3 to erect a ball wall in the lower overspill car park at the Jubilee Centre. He commented that he had raised similar concerns when the original football wall was erected several years ago. He acknowledged that the gate to the car park can be closed to prohibit cars parking there, but commented there will be a number of occasions when individuals may try to use the walls when cars are still parked in the car park which could lead to damage to vehicles. Councillor Ed Rose commented that he has observed notices at many places which state that cars use car parks at their own risk – there is a social responsibility to let people know cars could become damaged if parked in specific areas. Councillor Michael Hill commented that a Multi-Use Games Area is very different to kicking a ball around in a car park. The Chair, Councillor Tom Aditya said that this matter would be discussed further in the relevant agenda item.

15.4 Councillor Ben Randles read out a letter that the Town Council had sent to the Willow Brook Centre regarding the installation of the new speed bumps in the Willow Brook Centre (see text below):

*“We are writing on behalf of Bradley Stoke Town Council, to express concern over the Willow Brook Centre’s recent reconfiguration of traffic calming measures entering the site.*

*Residents of the surrounding area have directly raised concerns with the Council as to the extreme nature of these measures, which are having significant adverse effects to the highways in the Town. Traffic ingress to the site is slowed to such an extent it is causing Bradley Stoke Way to become extremely congested at peak times. On behalf of the Council, we’d like to positively encourage you to reconsider recent changes for the benefit of our residents; ultimately your customers.*

*We are fully aware that the traffic calming changes that have been made are on private property and do not constitute the ‘adopted highway’ by the Unitary Authority. Nevertheless, we’d like you to consider our concerns and open a dialogue where appropriate.”*

The Town Clerk then read out the full response from the Willow Brook Centre Manager (see text in Appendix C).

Much discussion took place on the Willow Brook Centre response. Councillors felt that some of the footfall figures detailed in the response were only ballpark figures and needed further breakdown/analysis and the response about an accident in surrounding roads causing traffic delays adjacent to the Willow Brook Centre was misleading. Councillors also felt that, if the old speed bumps needed replacing they could have been replaced like-for-like with the speed bump spreading across the entire road, so cars couldn’t navigate around them. It was observed that the tar bumps which are now in place on Braydon Avenue were much more user friendly than those previously installed. Some Councillors also commented that they no longer visited the Willow Brook Centre due to the new speed bumps.

It was suggested that councillors hold a face-to-face meeting with the Willow Brook Centre Management Team to discuss this matter in more detail.

15.5 A resident from Bluebell Gardens asked why local police aren’t addressing the issue of speeding in the Willow Brook Centre and on Savages Wood Road. Councillor Ed Rose commented that police are not in position to enforce speeding on private roads – and as a Town Council, we are only in position to raise the issues with the local businesses which is what we have done with the letter we sent. He urged the resident to phone 101 (the police non-emergency number) to raise concerns with speeding on the public highway.

Councillors also suggested that the resident raise concerns at the South Gloucestershire Council, Community Engagement Forum which is the correct place to raise such matters. It was also suggested that the resident consider joining the local Community Speedwatch team of volunteers. It was pointed out that a Speed Visor was installed temporarily on this section of Savages Wood Road last year.

*The meeting was then reconvened*

## 16 Minutes of Previous Full Council Meeting

The Minutes of the Full Council Meeting held on 13 March 2019 were proposed for acceptance by Councillor Ben Randles and seconded by Councillor Elaine Hardwick. A vote was taken, 9 in favour, 6 abstentions, proposal carried. The minutes were then signed by the Chair, Councillor Tom Aditya as a correct record.

**17 Review of Standing Orders and Financial Regulations**

**17.1 To recommend any amendments to Standing Orders**

Discussion took place on the proportionality/make-up of the Town Council Standing Committees in light of the recent election and also the possible need to fix the size of the committees. There will be a need to amend Standing Orders accordingly.

In line with Standing Order 81:

*“A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

Councillor Michael Hill proposed that the Town Clerk report back to the next Full Council meeting with regard to the two points detailed above, seconded by Councillor Roger Avenin. In line with Standing Order 81, the proposed amendment to Standing Orders is now adjourned without further discussion to the next Full Council meeting on 26th June 2019.

Discussion then took place on a proposal that there is an automatic succession from Vice-Chair to Chair each year, although this may not always be possible on occasion (i.e. if a councillor is no longer in position/re-elected). There will be a need to amend Standing Orders accordingly.

In line with Standing Order 81:

*“A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

Councillor Elaine Hardwick proposed that the proposal detailed above should be added to Standing Orders, seconded by Councillor Franklin Owusu-Antwi. In line with Standing Order 81, the proposed amendment to Standing Orders is now adjourned without further discussion to the next Full Council meeting on 26th June 2019.

*Councillor Roger Avenin left the meeting at this point*

**17.2 To agree alterations to Financial Regulations**

No amendments required, proposed by Councillor John Ashe, seconded by Councillor Tony Griffiths, carried unanimously.

**18 Matters arising from the Minutes of meeting held on 13th March 2019**

**18.1 Brook Way Activity Centre site grounds redevelopment**

The Premises Manager, John Rendell informed the meeting that officers are currently waiting to hear back from South Gloucestershire Council (SGC), Procurement department regarding a list of authorised contractors to enable the Town Council to then obtain quotes for the work.

*Councillor Roger Avenin re-joined the meeting at this point*

**18.2 Strategic Planning Recommendations**

**18.2.1 Litter Bins around Bradley Stoke**

In respect of the anti-litter poster campaign which the Town Council undertook last Autumn, the Town Council sent out 33 posters (with covering letters) to 8 local schools, 3 local churches, 5 local pubs, 3 local Tesco stores, Willow Brook Centre, Aldi, 9 local restaurants and takeaways, GP Surgery, Library and Leisure Centre. The only response the Town Council had was from the Willow Brook Centre who asked for a digital version of the poster (which officers sent them) so they could get it added to their digital screen display in the Willow Brook Centre. The poster has been put up in Town Council noticeboards and on website. The poster has also been included in Bradley Stoke Journal, December 2018 and June 2019 editions.

The lack of response from all the letters and posters sent out is disappointing. The Town Council hoped that some of the businesses etc. would have got back to us letting us know whether they had put the posters up.

**18.2.2 Next stage skatepark development: including DDA accessible surface and access ramp outside container; equipping interior of containers; completion of landscaping; project tools and equipment**

Quotes are currently being obtained for DDA accessible surface and access ramp outside the containers at the skatepark.

**18.2.3 Installation of a Multi-Use Games Area (MUGA) to progress in tandem with leisure equipment for Jubilee Green**

Graham Baker, Youth Development & Participation Worker has submitted the following update in respect of proposals for a MUGA:

Following discussion at our BSTC Strategic Planning meeting (2018), it was agreed to “RECOMMEND to Full Council” that BSTC continues to progress the installation of a MUGA in tandem with the installation of leisure equipment on the Jubilee Green.

As previously reported, the initial plan was to convert the court (furthest from the Jubilee Centre) into a MUGA that would be freely and independently accessible when the courts were not blocked booked. However, on further investigation and research, including site meetings with potential contractors, it became evident that we would probably need to extend the length of the hardcourt area and move two of the floodlight pillars. This was due to the need to maintain sufficient ‘run off’ areas around the courts to continue to accommodate league netball.

We therefore looked at other possibilities to accommodate the idea of freely accessible informal basketball and football facilities and explored the option of installing ‘heavy duty ball wall’s’ in the lower over spill car park. The car park is frequently empty out of school hours and can be safely secured with a gate. Therefore, once the gate is secure, it could be used as an informal area for ball games and utilise the existing surface without the need for any additional floor markings. The proposal is therefore to install three ball walls, one at the far end and two further ones either side. Below is an illustration of one of the possible options with indicative costs.

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**Heavy Duty Ball Wall Flat Faced: indicative costs are as follows:**

Supply & install Heavy Duty Ball Wall into existing tarmac, complete with Basketball hoop, backboard, cricket wickets & ball targets. Features a white goal constructed from heavy duty noise reducing fencing. Hot dip galvanised to prevent rust. Powder coated in any RAL colour. Price includes Hiab to Bristol & install (3 men x 2 days).

**Total Price for 1 = £5,090-59 + VAT**

**Total Price for 3 = £10,845-77 + VAT**

**🡨--------------- 7.5 metres -------------------🡪**

Rachel Pullen, RFO/Finance Manager informed the meeting that there is a budget of £5,000 (N/C 3022) allocated towards this project.

Following discussion, Councillor John Ashe proposed that the provision of a MUGA at the Jubilee Centre be passed to Leisure, Youth & Amenities and Finance committees for direction/determination, seconded by Councillor Elaine Hardwick, carried unanimously.

In respect of the provision of leisure equipment on the Jubilee Green, there is now a wide raft of equipment/surfaces available. Research is currently being undertaken by officers looking at various options – report will be taken back to Leisure, Youth & Amenities committee in due course.

**18.3 Traffic Speeds and Poor Visibility on Bradley Stoke Way (Webbs Wood and Baileys Court Road roundabouts – SGC Highways Investigation Scheme request update**

A Highways Investigation Scheme request form has been submitted to SGC’s Highways department. The following response now received:

*“The proposals will be assessed and scored by the Assess & Decide team shortly in order that the proposals may be considered for possible investigation as part of South Gloucestershire Council’s 2020/21 Capital Programme.”*

**18.4 Woodlands Lane/Bradley Stoke Way traffic light junction – SGC Highways Investigation Scheme request update**

A Highways Investigation Scheme request form has been submitted to SGC’s Highways department and the following response has been received:

*For your information, an investigation scheme has already been added on the* ***Local Transport Priority List - List of Investigation Schemes*** *to compete against other schemes already within that list.*

*Schemes that are added to this list are scored annually against key transport criteria as set out in the Joint Local Transport Plan. You may wish to view the following page from the SGC public website that explains the scheme prioritisation process:*

[*http://www.southglos.gov.uk/transport-and-streets/streets/road-safety-traffic-schemes/local-transport-priority-list/*](http://www.southglos.gov.uk/transport-and-streets/streets/road-safety-traffic-schemes/local-transport-priority-list/)

*The Council receives so many regular requests for highway improvements that a clear process is necessary in order to be able to assess, evaluate and compare these requests, so that every suggestion is measured in the same way. This creates a ‘level playing field’ in that the scoring system itself is identical for every proposal and that the proposals that mostly closely contribute towards the Council’s key transport objectives come forward for funding first. The prioritisation process currently used by the Council was agreed by Councillors in January 2013.*

**18.5 Lack of bus pull-in bays on Bradley Stoke Way – SGC response update**

Following the submission of a letter to SGC Highways department raising ongoing concerns about the lack of bus pull-in bays on Bradley Stoke Way, the following response has been received:

*Thank you for your e-mail dated 15th March 2019, in the above connection.*

*As stated in the response made on 7th August, the use of lay-bys at bus stops often results in delays to bus services as, once in the lay-by, they are unable to pull out back into the traffic flow.  Therefore, in order to encourage the use of public transport by improving the reliability of bus services, we need to ensure that buses are not delayed at the bus stops.*

*Having checked with SGCs Road Safety Team, there have been no reports of any road traffic incidents in relation to vehicles trying to overtake buses whist at the bus stops.  It is also the responsibility of the driver to ensure that they do not make any overtaking movements (of buses or any other vehicle on the highway) when it is not safe to do so.*

*We have also not received any concerns from bus operators that bus services are being delayed due to other buses being stopped at the bus stops.*

*Therefore, SGC have no plans to consider changing the bus stop designs on Bradley Stoke Way.*

Councillors commented that this was the expected response from SGC, but this is an ongoing problem which needs addressing – there is a need to write back to SGC emphasising the problem (including the recent photo on the front of Bradley Stoke Journal which showed major bus congestion). Letter to be drafted by Chair of Council, Councillor Tom Aditya in conjunction with the Town Clerk.

**19 Finance Committee**

The Minutes of the Finance and Leisure Committee held on 17th April 2019 were received.

**20 Planning and Environment Committee**

The Minutes of the Planning and Environment Committee meetings on 27th March and 24th April 2019 were received.

**21 Leisure, Youth and Amenities Committee**

The Minutes of the Leisure, Youth and Amenities Committee meeting on 15th April 2019 were received.

**22 Miscellaneous Matters**

**22.1 Electoral Wards and Boundaries for BSTC Elections 2023**

Councillor Ben Randles explained that, when the electoral wards were reconfigured last year (with the reduction of Town Council wards), SGC Democratic Services department stated that it would be possible to revert back to the previous town council wards, but a further review could only be undertaken after the May 2019 election.

Councillors felt that the lengthy voting papers at this year’s election were very confusing for residents (and time-consuming during the count).

Following discussion, Councillor Ben Randles proposed that BSTC engages with SGC Democratic Services department to ascertain what is/is not possible with regard to BSTC wards and the potential cost implications to the Town Council, seconded by Councillor John Ashe. A vote was taken, 11 in favour, 4 abstentions, proposal carried.

**22.2 To Approve Bills & Direct Debits for Payment**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | | | | | |
| **MONTHLY EXPENDITURE - 15th May 2019** | | | | | | | | | | | | | |
| All Bank Faster Payments Are Highlighted In Blue In The Gross Column | | | | | | | | | | | | | |
| All Other Payments Are Highlighted In Green In The Gross Column | | | | | | | | | | | | | |
| **SALARIES & BANK CHARGES** | | | | | |  |  |  |  |  |  |  |  |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 23/05/19 | | | Salaries | | May salaries via Payflow | | | | 23610.87 | | n/a | | 23610.87 |
| 04/04/19 | | | Bank charges | | Bank charges 13/3/19 - 14/4/19 (Excludes 25% loyalty discount) | | | | 56.10 | | 0.00 | | 56.10 |
|  |  |  |  |  | | | | | | |  |  |  |
| **BANK TRANSFER TO LLOYDS EMERGENCY ACCOUNT** | | | | | | | | |  |  |  |  |  |
| **Date** | | | **Details** | |  |  |  |  | **Net** | | **Vat** | | **Gross** |
| 16/05/19 | | | Transfer funds from Barclays C/A to Lloyds C/A to increase balance from £11 - £20.00 to produce activity on the dormant emergency a/c (as per Financial Risk Assessment schedule) in order to avoid automatic closure. | | | | | | 9.00 | | n/a | | 9.00 |
|  | | | | |  |  |  |  |  |  | | |  |
| **SUPPLIER EXPENDITURES** | | | | | | |  |  |  |  |  |  |  |
|  | | A1 Maintenance Ltd | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 23/04/19 | | | 797 | | JC - Annual maintenance contract 1/6/19 - 31/5/20 | | | | 4542.48 | | 908.50 | | 5450.98 |
| 23/04/19 | | | 797 | | JC CR - Annual maintenance contract 1/6/19 - 31/5/20 | | | | 3270.58 | | 654.12 | | 3924.70 |
| 23/04/19 | | | 797 | | BW - Annual maintenance contract 1/6/19 - 31/5/20 | | | | 3633.98 | | 726.80 | | 4360.78 |
| 23/04/19 | | | 797 | | BC - Annual maintenance contract 1/6/19 - 31/5/20 | | | | 6721.92 | | 1344.38 | | 8066.30 |
| 30/04/19 | | | 798 | | BW - Replace socket box | | | | 90.00 | | 18.00 | | 108.00 |
| 30/04/19 | | | 799 | | JC - Replace attic light (W&T) | | | | 120.00 | | 24.00 | | 144.00 |
| 30/04/19 | | | 801 | | BC - Replace lighting in 2 bowlers changing room | | | | 150.00 | | 30.00 | | 180.00 |
| 30/04/19 | | | 800 | | JC CR - Repair light | | | | 75.00 | | 15.00 | | 90.00 |
|  | | | | | | | **Account Total** | | 18603.96 | | 3720.80 | | 22324.76 |
|  | | ALTODIGITAL NETWORKS LTD | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 18/04/19 | | | 3200397 | | Office - 1/4ly Cartridge contract | | | | 107.30 | | 21.46 | | 128.76 |
| 30/04/19 | | | 1/IK0054 | | Office - Printer cartridges | | | | 171.89 | | 34.37 | | 206.26 |
|  | | | | | | | **Account Total** | | 279.19 | | 55.83 | | 335.02 |
|  | | AMBIENCE LANDSCAPES LTD | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 30/04/19 | | | 10628 | | JC - April ground maintenance | | | | 1193.36 | | 238.67 | | 1432.03 |
| 30/04/19 | | | 10628 | | BW - April ground maintenance | | | | 153.99 | | 30.80 | | 184.79 |
| 30/04/19 | | | 10628 | | BC - April ground maintenance | | | | 729.53 | | 145.91 | | 875.44 |
| 30/04/19 | | | 10629 | | April - Street maintenance | | | | 998.34 | | 199.67 | | 1198.01 |
|  | | | | | | | **Account Total** | | 3075.22 | | 615.05 | | 3690.27 |
|  | | AVON SPORTSGROUND MAINTENANCE | | | | | | | | |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 30/04/19 | | | 819384 | | BC - April bowls maintenance + materials | | | | 548.78 | | 109.75 | | 658.53 |
|  | | | | | | | **Account Total** | | 548.78 | | 109.75 | | 658.53 |
|  | | BATH & NORTH EAST SOMERSET COUNCIL | | | | | | | | |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 13/05/19 | | | May Salaries | | May - Pension | | | | 5645.60 | | 0.00 | | 5645.60 |
|  | | | | | | | **Account Total** | | 5645.60 | | 0.00 | | 5645.60 |
|  | | BWBSL | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 24/04/19 | | | 11676557 | | BC - Water 12/10/18 - 23/4/19 | | | | 624.80 | | 0.00 | | 624.80 |
|  | | | | | | | **Account Total** | | 624.80 | | 0.00 | | 624.80 |
|  | | BS1 FIRE & SECURITY | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 29/04/19 | | | SI6565 | | BC - Repair fire alarm in kitchen following water leak | | | | 94.33 | | 18.87 | | 113.20 |
|  | | | | | | | **Account Total** | | 94.33 | | 18.87 | | 113.20 |
|  | | CREATION ADVERTISING LTD | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 29/04/19 | | | INV-20319 | | 2019/18 - Design and print 4500 festival flyers | | | | 270.00 | | 54.00 | | 324.00 |
|  | | | | | | | **Account Total** | | 270.00 | | 54.00 | | 324.00 |
|  | | Bradley Stoke Cricket Club | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 10/05/19 | | | BC024019 | | BC - April cricket wicket maintenance | | | | 576.00 | | 0.00 | | 576.00 |
|  | | | | | | | **Account Total** | | 576.00 | | 0.00 | | 576.00 |
|  | | Doug Hillard Sports Shop | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 12/04/19 | | | INV787 | | Staff uniform - Elaine | | | | 69.50 | | 13.90 | | 83.40 |
| 13/04/19 | | | INV803 | | Staff uniform - Nick Potter | | | | 104.65 | | 20.93 | | 125.58 |
| 13/04/19 | | | INV804 | | Staff uniform - Will Donelan | | | | 111.40 | | 22.28 | | 133.68 |
| 30/04/19 | | | INV805 | | Staff uniform - Jeff Wilson | | | | 31.80 | | 6.36 | | 38.16 |
|  | | | | | | | **Account Total** | | 317.35 | | 63.47 | | 380.82 |
|  | | GLASDON U.K. LTD | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 10/04/19 | | | SI773221 | | Install new Plasma Bin on Baileys Court Road - Hunters ridge Bus stop | | | | 294.15 | | 58.83 | | 352.98 |
|  | | | | | | | **Account Total** | | 294.15 | | 58.83 | | 352.98 |
|  | | HMRC Cumbernauld | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 13/05/19 | | | May Salaries | | May - Tax/NI | | | | 6900.89 | | 0.00 | | 6900.89 |
|  | | | | | | | **Account Total** | | 6900.89 | | 0.00 | | 6900.89 |
|  | | INITIAL WASHROOM SOLUTIONS | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 09/05/19 | | | 33100722 | | All sites - Roller towels 1/6 - 31/8/19 | | | | 95.94 | | 19.20 | | 115.14 |
|  | | | | | | | **Account Total** | | 95.94 | | 19.20 | | 115.14 |
|  | | MONELLES | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 01/05/19 | | | May | | JC - May cleaning | | | | 695.83 | | 0.00 | | 695.83 |
| 01/05/19 | | | May | | Office - May cleaning | | | | 291.67 | | 0.00 | | 291.67 |
| 01/05/19 | | | May | | BC - May cleaning | | | | 716.66 | | 0.00 | | 716.66 |
| 01/05/19 | | | May | | BW - May cleaning | | | | 608.33 | | 0.00 | | 608.33 |
| 01/05/19 | | | May | | Skatepark - May cleaning | | | | 87.75 | | 0.00 | | 87.75 |
| 02/05/19 | | | JC - Supplies | | JC - May supplies | | | | 115.84 | | 0.00 | | 115.84 |
| 02/05/19 | | | BW - Supplies | | BW - May supplies | | | | 87.44 | | 0.00 | | 87.44 |
| 02/05/19 | | | BC - Supplies | | BC - May supplies | | | | 159.44 | | 0.00 | | 159.44 |
|  | | | | | | | **Account Total** | | 2762.96 | | 0.00 | | 2762.96 |
|  | | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | | | | | | |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 26/04/19 | | | 10105 | | A & S Auto - Mitsubishi full service | | | | 246.87 | | 0.00 | | 246.87 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 09/04/19 | | | 000161 | | Bristol Ambulance - Youth festival event 1st aid provision | | | | 270.00 | | 0.00 | | 270.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24/04/19 | | |  | | JDC Windows - BW Replace office window (W&T) | | | | 408.33 | | 81.67 | | 490.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28/04/19 | | | 4732828 | | Reach Publishing - Town Assembly 2019 - public notice | | | | 152.18 | | 30.44 | | 182.62 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 08/05/19 | | | 2019/20 | | M. Fletcher - H. Farm allotment funding | | | | 40.00 | | 0.00 | | 40.00 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15/05/19 | | | 2018/19 Mayors Fund | | MS Therapy Centre - 2018/19 Mayor's donation | | | | 4108.71 | | 0.00 | | 4108.71 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15/05/19 | | | 2018/19 Mayors Fund | | Stroke Association - 2018/19 Mayor's donation | | | | 4108.71 | | 0.00 | | 4108.71 |
|  | | | | | | |  | |  | |  | |  |
|  | | RE- ENERGIZE | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 01/05/19 | | | 3876 | | Community Festival - 2019 Event Management | | | | 2100.00 | | 420.00 | | 2520.00 |
|  | | | | | | | **Account Total** | | 2100.00 | | 420.00 | | 2520.00 |
|  | | Snowberry Media Ltd | | | |  | |  | |  |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 13/05/19 | | | 6191 | | 2019/20 Annual advertising - 2nd edition | | | | 52.50 | | 0.00 | | 52.50 |
|  | | | | | | | **Account Total** | | 52.50 | | 0.00 | | 52.50 |
|  | | SOUTH GLOUCESTERSHIRE COUNCIL | | | | | | | | |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 26/04/19 | | | 3804071983 | | HR-Q4 - Establish new policies/updates + new staff medicals | | | | 357.50 | | 71.50 | | 429.00 |
|  | | | | | | | **Account Total** | | 357.50 | | 71.50 | | 429.00 |
|  | | TAILOR MADE OFFICE SUPPLIES LTD | | | | | | | | |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 30/04/19 | | | IN00179173 | | Office - Replace pedestal fan (W&T) | | | | 35.00 | | 7.00 | | 42.00 |
| 30/04/19 | | | IN00179174 | | BC - Refreshment trolley | | | | 77.50 | | 15.50 | | 93.00 |
| 14/05/19 | | | IN00179505 | | JC - Replace 2 hot water urns (W&T) | | | | 215.89 | | 43.18 | | 259.07 |
| 14/05/19 | | | IN00179506 | | JC - Replace 1 hot water urns (W&T) | | | | 105.99 | | 21.20 | | 127.19 |
| 14/05/19 | | | IN00179507 | | Office - Stationery | | | | 4.89 | | 0.98 | | 5.87 |
| 14/05/19 | | | IN00179508 | | Office - Stationery | | | | 158.14 | | 31.62 | | 189.76 |
|  | | | | | | | **Account Total** | | 597.41 | | 119.48 | | 716.89 |
|  | | WPS Insurance Brokers & Risk Services Ltd | | | | | | | | |  | | |
| **Date** | | | **Ref** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 08/04/19 | | | 37137555 | | Vehicle Insurance - Mitsubishi Van added 3/4 - 31/5/19 | | | | 71.51 | | 0.00 | | 71.51 |
|  | | | | | | | **Account Total** | | 71.51 | | 0.00 | | 71.51 |
|  | | | | | | |  | |  | |  | |  |
| **DIRECT DEBITS TO 15TH MAY 2019** | | | | | | | | | | |  |  |  |
| **Date** | | | **Supplier** | | **Details** |  |  |  | **Net** | | **Vat** | | **Gross** |
| 01/05/19 | | | Aviva | | Insurance policy (non motor) - Monthly instalment | | | | 980.24 | | 0.00 | | 980.24 |
| 10/05/19 | | | Barclaycard | | April - Monthly terminal lease, merchant a/c & data compliance fees | | | | 45.95 | | 4.96 | | 50.91 |
| 23/04/19 | | | British Gas | | BW- Gas 1/2 - 27/3/19 | | | | 331.05 | | 66.21 | | 397.26 |
| 24/04/19 | | | British Gas | | JC - March Electricity | | | | 454.16 | | 90.83 | | 544.99 |
| 01/05/19 | | | Fuel Genie | | April - Transit & Astra diesel | | | | 121.34 | | 24.27 | | 145.61 |
| 06/05/19 | | | Inty Ltd | | May - Office 365 monthly licence & Cloud protection | | | | 150.45 | | 30.09 | | 180.54 |
| 14/05/19 | | | Mainstream | | All sites - April calls + 1/4ly broadband and phone lines | | | | 642.73 | | 128.55 | | 771.28 |
| 10/05/19 | | | Plan.com | | Monthly - Mobile network | | | | 165.40 | | 33.08 | | 198.48 |
| 01/05/19 | | | Public Works Loan | | Capital and interest repayments on fixed rate loan | | | | 13055.40 | | 0.00 | | 13055.40 |
| 18/04/19 | | | Sage | | Sage Payroll Monthly fee | | | | 76.18 | | 15.22 | | 91.40 |
| 08/05/19 | | | Sth Glos | | All Site - Rates | |  | | 3710.00 | | 0.00 | | 3710.00 |
| 01/05/19 | | | TV Licence | | JC - TV Licence 1/5/19 - 30/4/20 | | | | 154.50 | | 0.00 | | 154.50 |
| 28/04/19 | | | Viridor | | March - Refuse collections | | | | 445.25 | | 89.05 | | 534.30 |

**23 Dates of forthcoming meetings**

23.1 29 May Planning & Environment Committee

23.2 17 June Leisure, Youth & Amenities Committee

23.3 19 June Finance Committee

23.4 26 June Extra Full Council Meeting

23.5 26 June Planning & Environment Committee

The Meeting closed at 9.35pm

**APPENDIX A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2019/20 - APPROVED BUDGET AND 5 YEAR FORWARD PLAN AS AT 8/5/19** | | | | | | | | | | | | | | | |  | |  | |  | |
|  | **2017/18 Audited Figures** | **% change** | **2018/19 Actuals @ 29/4/19 with reserve adjustment** | **% change** | **2019/20 - Approved Budget** | **% change** | **Projected Budget 2020/21** | **% change** | **Projected Budget 2021/22** | **% change** | **Projected Budget 2022/23** | **% change** | **Projected Budget 2023/24** | **% change** |  | |  | |  | |
| **INCOME** |  | |  | |  | |
| Bank Interest/Investment/Grant Income | £12,852 | -32% | £22,143 | 72% | £16,769 | -24% | £16,803 | 0% | £16,837 | 0% | £6,871 | -59% | £6,905 | 0% |  | |  | |  | |
| Public Works Loan | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  | |  | |  | |
| Activity Centres Income | £131,424 | 1% | £143,387 | 9% | £134,000 | -7% | £136,680 | 2% | £139,414 | 2% | £142,202 | 2% | £145,046 | 2% |  | |  | |  | |
| Training & Other Income | £5,386 | 346% | £2,469 | -54% | £1,103 | -55% | £270 | -76% | £270 | 0% | £270 | 0% | £270 | 0% |  | |  | |  | |
| **Total Income (exc. precept etc)** | **£149,662** | **-1%** | **£167,999** | **12%** | **£151,872** | **-10%** | **£153,753** | **1%** | **£156,520** | **2%** | **£149,343** | **-5%** | **£152,221** | **2%** |  | |  | |  | |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| Non Activity Centre Costs | £564,650 | 4% | £584,943 | 4% | £703,406 | 20% | £704,303 | 0% | £720,598 | 2% | £703,349 | -2% | £722,787 | 3% |  | |  | |  | |
| Community/ Firework Events | £33,391 | 16% | £31,603 | -5% | £34,660 | 10% | £34,914 | 1% | £35,175 | 1% | £35,444 | 1% | £35,722 | 1% |  | |  | |  | |
| Grants and Other Funding | £37,876 | -6% | £35,158 | -7% | £51,926 | 48% | £51,926 | 0% | £51,926 | 0% | £51,926 | 0% | £51,926 | 0% |  | |  | |  | |
| **Office Expenditure** | **£635,917** |  | **£651,703** |  | **£789,992** |  | **£791,143** |  | **£807,700** |  | **£790,720** |  | **£810,435** |  |  | |  | |  | |
| Bradley Stoke Jubilee Centre | £72,383 | 0% | £77,510 | 7% | £98,707 | 27% | £100,931 | 2% | £104,925 | 4% | £107,984 | 3% | £111,166 | 3% |  | |  | |  | |
| Brook Way Activity Centre | £29,007 | -17% | £38,988 | 34% | £42,690 | 9% | £43,800 | 3% | £45,525 | 4% | £46,719 | 3% | £47,964 | 3% |  | |  | |  | |
| Baileys Court Activity Centre | £83,288 | 12% | £81,624 | -2% | £95,391 | 17% | £97,623 | 2% | £101,474 | 4% | £104,488 | 3% | £107,625 | 3% |  | |  | |  | |
| **Activity Centres Running Costs** | **£184,678** |  | **£198,123** |  | **£236,787** |  | **£242,354** |  | **£251,925** |  | **£259,191** |  | **£266,755** |  |  | |  | |  | |
| New Assets | £17,741 | 21% | £44,159 | 149% | £19,200 | -57% | £19,200 | 0% | £19,200 | 0% | £19,200 | 0% | £19,200 | 0% |  | |  | |  | |
| Planned Projects | £15,597 | 0% | £71,265 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% |  | |  | |  | |
| **Total Expenditure as per budget** | **£853,932** | **0%** | **£965,251** | **13%** | **£1,045,979** | **8%** | **£1,052,697** | **1%** | **£1,078,825** | **2%** | **£1,069,111** | **-1%** | **£1,096,390** | **3%** |  | |  | |  | |
| Adjustments to/from Reserves at Year End | £97,911 |  | -£13,059 |  | -£88,013 |  | -£40,000 |  | -£74,500 |  | -£61,500 |  | -£83,500 |  |  | |  | |  | |
| **Total budget + reserve adjustment** | **£951,843** | **-1%** | **£952,192** | **0%** | **£957,966** | **1%** | **£1,012,697** | **6%** | **£1,004,325** | **-1%** | **£1,007,611** | **0%** | **£1,012,890** | **1%** |  | |  | |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| **SHORTFALL** | 2017/18 Audited Figures | % change | 2018/19 Actuals @ 29/4/19 with reserve adjustment | % change | 2019/20 - Approved Budget | % change | Projected Budget 2020/21 | % change | Projected Budget 2021/22 | % change | Projected Budget 2022/23 | % change | Projected Budget 2023/24 | % change |  | |  | |  | |
| Difference Between Income and Expenditure | £802,181 | -1% | £784,193 | -2% | £806,094 | 3% | £858,944 | 7% | £847,804 | -1% | £858,268 | 1% | £860,669 | 0% |  | |  | |  | |
| **LESS/PLUS:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| **Previous confirmed year end C/fwd** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| Confirmed/Estimated Previous Year End Balance C/FWD | **£60,256.66** |  | **£65,194.00** |  | **£82,892.92** |  | **£78,143.77** |  | **£57,446.97** |  | **£59,351.95** |  | **£59,244.87** |  |  | |  | |  | |
| Full Budget Funding Shortfall | **£741,924.00** |  | **£718,999.08** |  | **£723,201.01** |  | **£780,800.23** |  | **£790,357.47** |  | **£798,916.49** |  | **£801,423.67** |  |  | |  | |  | |
| **Less Local Council Tax Scheme Grant Funding** confirmed/projected by Sth Glos | **£11,130.00** | -41.65% | **£6,599.00** | 0.00% | **£2,347.00** | 0.00% | **£0.00** | 0.00% | **£0.00** | 0.00% | **£0.00** | 0.00% | **£0.00** | Provisional LCTR figures are £2347 for 2019/20 + £0 thereafter and £0 applied for 2020/21 onwards . | | | | | | |
| Approved/Estimated Precept per Band D property | **£115.78** | **0.50%** | **£115.78** | **0.00%** | **£115.78** | **0.00%** | **£115.78** | **0.00%** | **£115.78** | 0.00% | **£115.78** | 0.00% | **£115.78** | 0.00% | **Precept forecast @ 0% wef 2020/21** | | | | | |
| Approved/Estimated Sth Glos Tax Base | **6875** |  | **6869** |  | **6901** |  | **7240** |  | **7339** |  | **7412** |  | **7412** | 2019/20 Confirmed tax base of 6901 reduced from projected 7129 + SGC indicative figures applied to 2020/21 onwards as published 3/12/18 | | | | | | |
| **Approved/Estimated Total Precept Income** | **£795,988.00** |  | **£795,293.00** |  | **£798,997.78** |  | **£838,247.20** |  | **£849,709.42** |  | **£858,161.36** |  | **£858,161.36** |  |  | |  | |  | |
| Approved/Projected Total Precept and Local Tax Grant Funding | £807,118.00 |  | £801,892.00 |  | £801,344.78 |  | £838,247.20 |  | £849,709.42 |  | £858,161.36 |  | £858,161.36 |  |  | |  | |  | |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** | **£65,194.00** |  | **£82,892.92** |  | **£78,143.77** |  | **£57,446.97** |  | **£59,351.95** |  | **£59,244.87** |  | **£56,737.69** |  |  | |  | |  | |
|  | The tax base and LCTR figures are based upon approved figures provided by Sth Glos in Dec 16. The final precept was approved by Council January 2017 with a 0.5% increase (equivalent to 58p per band D property p/a). | | The tax base figure is based upon approved figures from Sth Glos in Dec 2017. The LCTR figure is still to be approved by Sth Glos. The final precept was approved by council January 2018 with a 0% increase. | | The tax base figure is based upon approved figures from Sth Glos in Dec 2018. The LCTR figure is still to be approved by Sth Glos. The final precept was approved by council January 2019 with a 0% increase. | | This projection assumes a 0% precept increase for 2020/21 and + Sth Glos projected tax base for 2020/21 + SGC projection of a £0 LCTR - These assumptions will be considered by Council in January 2020 when finalised figures are available | | This projection assumes a 0% precept increase for 2021/22 and + Sth Glos projected tax base for 2021/22 + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2021 when finalised figures are available | | This projection assumes a 0% precept increase for 2022/23 and + Sth Glos projected tax base for 2022/23 + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2022 when finalised figures are available | | This projection assumes a 0% precept increase for 2023/24 and + Sth Glos projected tax base for 2022/23 + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2023 when finalised figures are available | |  | |  | |  | |
| **NOTE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | |
| This projection is partly based upon estimated annual percentage increases and as a living document does not represent a firm future position or intention. Council carefully consider the full budget position on an annual basis prior to approval and use this document as a guideline only to ensure that Council's aims and objectives are included within acceptable margins which would not produce large year end shortfalls. Any surplus funds remaining at year end are placed within the unallocated earmarked reserves in order to fund future projects or to subsidise future precept levels. It should also be noted that council are making the assumption, for this projection, that the Local Council Tax Grant will be withdrawn in 2020/21. Minimal amounts are involved which will not impact the Forward Plan. | | | | | | | | | | | | | | | | | | | | | |

**APPENDIX B**



**BRADLEY STOKE TOWN COUNCIL**

**HEALTH & SAFETY**

**General Statement of Policy**

It is the policy of Bradley Stoke Town Council to comply with the terms of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Bradley Stoke Town Council’s health and safety objective is as follows.

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational Accidents and Illnesses, ultimately achieving a safe and accident free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Bradley Stoke Town Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Bradley Stoke Town Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people’s welfare and to report any situation which may pose a threat to the wellbeing of any other person.

Bradley Stoke Town Council will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their immediate duty to report this to their supervisor or to the Town Clerk.

An effective health and safety Programme requires continuous communication between employees at all levels and the Town Council. It is therefore, every employee’s responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

ALL injuries, however small, sustained by a Bradley Stoke Town Council employee at work or any person on Bradley Stoke Town Council controlled property must be reported to the Town Clerk, or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Bradley Stoke Town Council’s health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Town Council’s operations occur.

Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation and the new Chair of Bradley Stoke Town Council should sign this statement annually on the occasion of the Council’s AGM, together with the Town Clerk.

Signed: ……………………………………………………………..

# TOWN CLERK

Signed: ……………………………………………………………..

# CHAIR Bradley Stoke Town Council

**DATE**: 15 May 2019

Council Office, Jubilee Centre, Savages Wood Road, Bradley Stoke, BS32 8HL

**APPENDIX B**

**BRADLEY STOKE TOWN COUNCIL** 

**HEALTH & SAFETY**

**GENERAL STATEMENT OF POLICY**

# SAFETY PERSONNEL

Personnel with individual responsibilities for health and safety within Bradley Stoke Town Council are as shown in Annex A.

# CONSULTATION

Bradley Stoke Town Council is aware that communication between all employees is an essential part of effective health and safety management. Consultation will be facilitated by means of the Planning and Environment Committee, which meets every month. A Health & Safety report is submitted quarterly to this committee and any urgent concerns will be reported separately as necessary. The health & safety responsibilities of the Planning and Environment Committee are outlined in Annex B.

The purpose of the Committee is to provide a forum in which information may be transmitted and employee questions on health and safety issues may be satisfied. These meetings are also an effective way of assessing, reviewing and updating the continuing effectiveness of the health and safety policy.

# COMMUNICATION

Bradley Stoke Town Council will endeavour to communicate effectively to employees their commitment to safety and to ensure that all employees are familiar with the Council health and safety policy. Bradley Stoke Town Council’s normal channels of communication with employees are:

* orally, in the form of directions and statements
* in writing, in the form of contracts, working directives and this policy statement

and

* by training and example.

# CO-OPERATION AND CARE

Co-operation between employees is fundamental to a successful health and safety policy leading to a healthy and safe working environment.

All employees are expected to co-operate with the safety officer, and to accept their individual duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

**APPENDIX B**

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

There is a Policies & Procedures Folder and a Risk Assessment Folder on each site which all employees are expected to be familiar with. These contain Policies, Procedures and Risk Assessments. Employees have a duty to report any health and safety concerns, or information they consider to be incorrect or missing to Bradley Stoke Town Council.

# SAFETY TRAINING

Bradley Stoke Town Council regards safety training as an indispensable ingredient of an effective health & safety programme. It is essential that employees in the organisation be trained to perform their job effectively and safely. Bradley Stoke Town Council will endeavour to train all employees in safe working practices and procedures, prior to being allocated any new role.

Training sessions will be held at regular intervals and will provide another opportunity for workers to express any concerns they might have regarding their jobs. The Premises Manager is responsible for effective on-going safety training on a day-to-day basis. If any employee is aware of any area of training that is required that is not being implemented it is their duty to take this to the Premises Manager as a matter of urgency.

# ACTIVITY CENTRE INSPECTIONS

The Premises Manager will conduct regular inspections of all Bradley Stoke Town Council workplaces; in addition, risk assessments and subsequent inspections will be conducted in the relevant areas whenever necessary or where there are significant changes in the nature and/or scale of operations. Bradley Stoke Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

# WORK EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT

With regard to work equipment and personal protective equipment it is the policy of Bradley Stoke Town Council to comply with all relevant legislation and to comply with the law as laid out in the Provision and Use of Work Equipment Regulations 1998. The Town Council will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is being used and will be maintained in good working order and repair. All workers will be provided with adequate information and training to enable them to use work equipment safely and to be protected where relevant.

# MANUAL HANDLING OPERATIONS

Bradley Stoke Town Council’s policy is to comply with relevant legislation as laid down in the Manual Handling Operations Regulations 1992, amended 2002. All possible steps will be taken to assess any Risk (taking into account the task, the load, the working environment and the capability of the individual involved) to ensure that the risk of personal injury is reduced to the lowest possible level.

**APPENDIX B**

# CONTROL OF HAZARDOUS SUBSTANCES

It is the policy of Bradley Stoke Town Council to comply with the law as laid down in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). A Risk Assessment will be conducted of work involving exposure to substances considered hazardous to ensure that the exposure of ALL employees to hazardous substances is minimised and adequately controlled. All employees likely to come into contact with such substances will receive all necessary training and information on the relevant health and safety issues.

# ELECTRICITY AT WORK REGULATIONS

It is the policy of Bradley Stoke Town Council to comply with the law as set out in the Electricity at Work Regulations 1989 in order to ensure that all employees’ exposure to the risk of electricity is minimised and adequately controlled in all cases. The electrical installation and all portable electrical appliances will be tested on an annual basis. An independent electrical contractor or ‘competent person’ as defined in the 1989 Regulations is to person to carry out the tests, although some equipment may be tested in house on an ongoing basis or plugged into a residual-current device (RCD) (eg sounds systems brought in by hirers, etc).

# FIRE SAFETY

It is the policy of Bradley Stoke Town Council to comply with the law as set out in the Regulatory Reform (Fire Safety Order) 2005.

A separate Fire Safety policy has been drawn up and implemented. A Fire Safety Officer/Leisure Assistants assist in establishing good routines, housekeeping and any special hazards on each site.

The Fire Safety Officer and all staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing practices and procedures, and for advising on safe practices and procedures. A policy has been established and implemented. Personnel with specific responsibilities for the maintenance and testing of fire alarms, firefighting equipment and emergency fire procedures will be identified and shown on Annex A.

The Town Clerk and the Chair are responsible for ensuring the safe provision and maintenance of fire prevention and detection equipment, and their efficient use, on all sites.

A Fire Log Book is located on each site which all employees are expected to be familiar with. This contains information and statutory testing records.

# ACCIDENT REPORTING AND FIRST AID

Bradley Stoke Town Council will make all efforts to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Council have a duty to ensure that in the case of death, injury or accident to any person involved in the premises a full report must be completed in line with the statutory regulations and within the prescribed time scale. Because of the seriousness of this, a full description of the accident procedure is set out in Annex C.

**APPENDIX B**

Basic details of First Aid are also detailed in Annex C and it is the responsibility of all staff to ensure that they are aware of the location of both the accident book and the first aid kit on all sites. Emergency procedures for each site are located at each site and should be followed.

# DUTY OF CARE

Bradley Stoke Town Council is aware that its duty of care extends to all hirers of its facilities, members of the public and all other people. Risk assessments and inspections will be conducted in the relevant areas whenever necessary or where there are significant changes in the nature and/or scale of operations. Bradley Stoke Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

ANNEX A

## Overall Responsibility for Health and Safety Implementation

The Chair and the Town Clerk

## Delegated Overview, Daily Implementation Overview and Recording

Premises Manager

Health & Safety Officer

**Actioning, recording and reporting on a daily basis**

All Employees, either as directed, or in the course of their normal daily duties.

EMPLOYEES WITH SPECIFIC RESPONSIBILITIES AS SHOWN BELOW

## FIRE SAFETY

Premises Manager

Health & Safety Officer

All Employees, either as directed, or in the course of their normal daily duties.

**APPENDIX B**

ANNEX B

# Bradley Stoke Town Council

**BRADLEY STOKE TOWN COUNCIL**

**THE AREA OF COMPETENCE OF COMMITTEES**

All committees have delegated power to act on behalf of the Council within their Terms of Reference, subject to Council’s Standing Orders.

**PLANNING AND ENVIRONMENT COMMITTEE**

**The Area of Competence of the Planning and Environment Committee includes:**

To consider, report and ensure implementation of all Health & Safety Issues and matters for which Council is responsible. The Committee acts as a vehicle to consider, discuss, and recommend solutions to Health & Safety Issues affecting Bradley Stoke Town Council.

ANNEX C

### Accident Investigation & Reporting and First Aid

It is the policy of Bradley Stoke Town Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

ALL accidents must be logged in the accident book on each individual site and countersigned by the Premises Manager, or the Town Clerk in his absence, as soon as possible after the accident has been reported. Once the accident form has been completed it is to be forwarded to the office as soon as is possible.

Bradley Stoke Town Council sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident which is considered serious a report will be drawn up by the Town Clerk, or a person appointed by the Town Clerk, to the Council detailing:

* The circumstances of the accident including photographs and diagrams wherever possible
* The nature and severity of the injury sustained
* The identity of any eyewitnesses
* The time, date and location of the incident
* The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable and anyone required to give an official statement has the right to have an appropriate representative present for support.

Details of all accidents and following action will be reported the Planning and Environment Committee as part of the quarterly Health & Safety report. Any significant accidents or incidents will be reported separately as required.

**APPENDIX B**

**First Aid Boxes**

First aid boxes are located at:

Brook Way Activity Centre Office

Bradley Stoke Jubilee Centre Office

Changing Rooms

Baileys Court Activity Centre Office

Changing Rooms

Bowler’s Store

Town Council Office Filing Cabinet

BSTC Vehicles BSTC Flat Bed Van

BSTC Mitsubishi Van

Detached Youth Worker Mobile

Youth Cabin at the Skate Park

All first aid boxes are clearly marked and are easily accessible by all employees during all working hours.

All Leisure Assistants and at least one of the office staff are trained in First Aid

The Premises Manager is responsible for reporting all cases of accident and disease to the Town Clerk, who is responsible for onward notification to the Chair. Accident records are compiled and stored by the Administrator (Health & Safety) in the Bradley Stoke Town Council Office. All sites have an Accident Report Book, which is kept with the First Aid Kit. All staff should be aware of the location of this book on each site. The Town Clerk is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

**Reviewed 2 April 2019**

**APPENDIX C**

**Content of letter from Willow Brook Centre Manager**

Thank you for your letter, date 24th April 2019 in reference to concerns about the traffic calming measures on the approach road to Willow Brook Centre.

The letter itself, from the information I have, is incorrect in a couple of its assertions and assumptions. I would like to take you through the recent history, warts and all, here and will address a series of points/questions that are posed or intimated in the letter or have been asked by customers who have contacted us.

**Why was any work to the 'speed bumps' required?**

Over recent months, a number of the speed bumps on the approach road had come away from the ground and were no longer safe to vehicles to leave in place, these had been removed by the Willow Brook team.

**Why not replace the 'island' style speed bumps with more of the same?**

On the approach road, there has been an issue for several years caused by this style of speed bump. We have received numerous complaints about drivers avoiding the bumps by driving down the middle of the road, between the two islands and causing a hazard to oncoming vehicles. The Willow Brook team have witnessed numerous near misses.

For example, for Thursday 17th March 2019 (prior to the change in style of the speed bumps) we have reviewed an hour of CCTV footage between 0900 and 1000. In this period 60 vehicles drove down the middle of the road, between the bumps. Of these, 2 did so when there was a vehicle coming in the opposite direction.

There has also been a number of complaints, directly to us and via a local Councillor, over the last 18 months or so, relating to the speed of vehicles on the approach road and also not stopping at the pedestrian crossing.

For reference, below is an excerpt from an email received from a local Councillor in April 2018:

*"Can I please ask you if there is anything that you are able to do to prevent an accident which sounds like could be imminent. The road is a private road and is therefore your responsibility so I am asking for your help in the first instance."*

Further, an excerpt from the resident correspondence including on the email:

*"1.. Although the road is marked 1O mph there is no enforcement of this.*

*A lot of cars are travelling around 30 mph from what I can tell, some even faster.*

*I do not think this is a safe speed next to a pavement with kids, some of whom are on bikes.*

*2. The zebra crossing near Tesco petrol*

*Some cars drive Northbound too fast around the corner towards the zebra crossing, then do not want to slow down. This is a shame because a lot of drivers are quite courteous. The bad drivers are causing a danger to pedestrians here in my opinion.* "

# Why use these particular speed bumps, they slow cars down too much/might damage my car?

The speed limit on the road is 10mph and always has been. It is this point, and complaints as noted above which influenced the style of speed bump. Our research showed that the style of bump that have now been installed are seen as 'industry standard' for roads with slow limits (particularly private roads). This style is available in two sizes:

* 50mm - referred to as '10 mile an hour bumps'
* 75mm- referred to as '5 mile and hour bumps'

**APPENDIX C**

On conducting research locally we identified several other car parks with the same style of bump, in either size:

* 50mm - Cribbs Causeway retail park (although I note that, having been in place for several years, these were removed over the last week or so), Foxden Road/Stoke Gifford retail park.
* 75mm- Bradley Stoke Community School, Cabot Circus car park (ground floor)

A number of further car parks have the same style but, without measuring, it is unclear which size is installed:

* Bradley Stoke Community School
* Bristol Parkway station (rear entrance)

There is another car park with a moulded concrete version of these narrow bumps which is higher than 75mm, Airhop, Patchway Industrial Park.

The bumps installed on the approach road to Willow Brook Centre during March 2019 are the 50mm, 10mph version in line with the speed limit.

Therefore, this style of bump and the higher version is relatively common in the local area and is commercially available 'standard' style of bump for low speed limit roads.

These bumps are designed to be driven over just below 10mph, not over 10mph but also not under 5mph, they feel harsher at 3mph than they do at 8mph.

# The new bumps are causing huge traffic issues

In my experience, when new traffic calming measures of any type are installed, it takes drivers a few 'goes' to determine the appropriate speed. Therefore, it is understandable that there would be heightened traffic in the early days and weeks of the new measure on the approach road.

On the second Saturday after the bumps were installed, there was large traffic issues emanating from the Willow Brook Centre car park. This was in part due to drivers slowing to much for the bumps as they were new and drivers were still 'feeling them out', However, there is a bigger picture. This Saturday combined the new bumps with three events that traditionally raises footfall at Willow Brook. It was a warm, but not overly hot spring day, it was payday weekend after a five week month and it was the day before Mothers Day.

On an average Saturday, there are c15500 people that enter the Mall at Willow Brook Centre (from the footfall counting cameras), in the past two years there has been less than five days when footfall has exceded 16000 for a day. On this Saturday footfall was 18000 which was the second highest day of footfall in the last two years, the time period I have reviewed. There were 14% more cars entering the car park than the average Saturday, for context this equated to c600 cars an hour from 9am until 5pm, add in that many of these slowed to way below 10mph queues backing down Bradley Stoke Way, prompting social media uproar. Frankly, the scale of the queues on this day surprised us. In retrospect, we should have waited two further weeks to install the new bumps, after the Mothers Day weekend.

Since then, we have no evidence of queues backing down either Bradley Stoke Way or Brook Way. At peak times, there are occasional queues on Savages Wood Road, however these do seem to be reducing week on week as more and more people adjust to driving over the bumps at the optimum speed, 8-10mph.

**APPENDIX C**

There have been two other occasions where we have had calls stating that there was traffic on Bradley Stoke Way and that the new speed bumps were the cause. Each of these proved to be caused by other issues. On the first occasion Savages Road was clear at the time, the queue was from an incident on the A33 and tracked down to past Willow Brook Centre. On the second occasion Savages Wood Road was very busy, due to the end of the day at Meadowbrook Primary School and large number using the Savages Wood Road pedestrian crossing, on this occasion there was no queue on the Willow Brook Centre approach road.

We have monitored driving patterns and queue levels in recent weeks and believe that the traffic levels are reducing week on week.

Anecdotally, I have stood for lunchtime period on several weekday lunchtimes and watched the first speed bump. A few weeks ago over half of cars slowed almost to a stop to drive over the bump. During this time the slowed traffic reached the Savages Wood Road roundabout for five or six periods of less than a minute on each occasion. Doing the same survey yesterday, far fewer cars slowed dramatically and the 'queue' behind the first bump did not get beyond 4 cars.

# Willow Brook Centre will lose customers/have lost customers

It may be that a small number of customers now don't visit, or don't drive to visit. However, there is no evidence that footfall has been harmed